STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Assist the teacher to prepare, deliver and assess learning activities for individuals and groups both in and out of school to enrich curriculum learning.
2. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
3. Support pupils consistently while recognising and responding to their individual needs.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Support for Pupils

1.1 Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.

1.2 Set and ensure high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.

1.3 Assess the needs of pupils and use specialist skills and detailed knowledge to support pupils' learning in a consistent manner, whilst responding to individual needs.

1.4 Develop and implement IEPs and ILPs in conjunction with the teacher.

1.5 Promote independence and employ strategies to recognise and reward achievement within established school procedures.

1.6 Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the HLTA and / or the teacher.

1.7 Provide feedback to pupils on their progress and achievement.

1.8 Work with individual pupils to set behavioural targets and to monitor these in and out of the classroom.

2 Support for Teachers

2.1 Act as a role model for good pupil behaviour and promote positive values and attitude. Anticipate and manager behaviour constructively, promoting self-control, discipline and a purposeful learning environment.

2.2 Liaise sensitively and effectively with parents and carers.

2.3 Support the delivery of learning activities to pupils within an agreed system of supervision, adjusting activities to meet pupil needs.

2.4 Support the teacher by delivering learning activities to support the development of pupils' skills and recording achievement, progress and feeding back to the teacher.

2.5 Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies, against pre-determined learning outcomes.

2.6 Provide objective and accurate feedback to the teacher and report as required on pupil progress, ensuring availability of appropriate evidence.

2.7 Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme.

2.8 Contribute to the planning, mounting and displaying of pupils' work in the classroom and at whole school level.

2.9 Organise and manage safely, learning activities, the learning environment and resources for which responsibility has been given.

2.10 Select and prepare resources necessary to support learning activities, taking account of pupils' interests, language and cultural backgrounds.

2.11 Invigilate tests / examinations as required.

3 Support for the School

3.1 Comply with and assist with development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person

3.2 Contribute to the overall work and ethos of the school.

3.3 Work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.

3.4 Develop appropriate multi-agency approaches to supporting pupils.

3.5 Attend and participate in meetings as required.

3.6 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others.

3.7 Supervise pupils out of lesson time.

3.8 Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend the work carried out in the class.

4 Other Responsibilities

4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

4.3 Contribute to the wider life of the Trust and the Star community.

4.4 Carry out any such duties as may be reasonably required by the Trust.

5 Records Management

5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by: App Form	Assessed by: Interview/ Task
QUALIFICATIONS				
1.	NVQ Level 2 (or equivalent) relevant to working within education	**E**	✓	
2.	Qualifications relating to the role of LSA in an educational setting (or evidence of working towards gaining such qualifications)	**E**	✓	
3.	First Aid qualifications	**D**	✓	
4.	Evidence of continuous professional development.	**E**	✓	
EXPERIENCE				
5.	Expertise/skills in a specialist subject or area	**D**	✓	✓
6.	Practical experience of working with children within an educational setting	**E**	✓	✓
7.	Working knowledge of the National Curriculum.	**E**	✓	✓
8.	Experience of assessment within the Primary School.	**E**	✓	✓
9.	Experience of supporting children within a school context.	**E**	✓	✓
10.	Experience of dealing with parents of pupils within a school setting.	**D**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Ability to work one to one, in small groups and with whole classes	**E**	✓	✓
12.	Ability to contribute effectively to teachers' planning and preparation of lessons	**E**	✓	✓
13.	Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour	**D**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
14.	Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests	**D**	✓	✓
15.	Ability to support teachers in evaluating pupils' progress through a range of assessment activities	**E**	✓	✓
16.	Ability to monitor pupils' responses to learning and modify approach accordingly	**E**	✓	✓
PERSONAL QUALITIES				
17.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
18.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
19.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
20.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
21.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
22.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
23.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓