Learning Support Assistant (LSA)

Job Description

Teaching and learning

1. Assist in the educational and social development of pupil(s) under the direction and guidance of the Head Teacher, Inclusion Lead, Strategic Leadership Team, and Class Teachers.
2. Assist in the implementation of Individual Education Programmes for pupil(s) and help monitor their progress.
3. Provide support for individual pupil(s) inside and outside the classroom to enable them to fully participate in activities.
4. Work with individuals and groups of children, under the guidance of the teacher, including children with Special Educational Needs, particularly those on the autistic spectrum.
5. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
6. Assist class teachers with maintaining pupil records.
7. Support pupil(s) with emotional or behavioural problems and help develop their social skills.

Administrative duties

1. Prepare and present displays of pupils' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the Head Teacher requires.

Standards and quality assurance

1. Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.
2. Set a good example in terms of dress, punctuality, and attendance.
3. Attend team and staff meetings as required.
4. Undertake professional duties that may be reasonably assigned by the Head Teacher.
5. Be proactive in matters relating to health and safety.

Other duties and responsibilities

1. Assisting pupils on arrival and departure from school.
2. Supervising pupils as they move about the school between sessions.
3. Supervise children at playtimes.
4. Where appropriate, liaise with parents and report any concerns to the class teacher, ARP Lead, Rainbow Room Lead, SENDco, or Inclusion Manager.
5. To maintain confidentiality at all times.

6. To undertake such duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.
7. Supporting pupils at lunch time. The role will involve some lunch time duty.
8. Provide support with pupils' personal care needs, including intimate care, in line with school policies and safeguarding procedures.

John Perry Primary School

LSA Person specification

CRITERIA	QUALITIES
Qualifications and training	› Desirable to have GCSE or equivalent level, at least a Grade 4 (previously Grade C) in English and Maths › Possess an NVQ Level 2 (or equivalent) and have recent, relevant experience › First-aid training, or willingness to complete it
Experience	› Experience working in a school environment or other educational setting › Experience working with children / young people › Experience planning and delivering learning activities › Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with pupils and adults › Skills and expertise in understanding the needs of all pupils › Knowledge of how to help adapt and deliver support to meet individual needs › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils › Excellent verbal and written communication skills › Active listening skills › The ability to remain calm in stressful situations › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly using ICT to support learning › Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	› Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with pupils › A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding pupil's wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Capacity to inspire, motivate and challenge children and young people › Flexible. Able to adapt to changes.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: August 2026

Next review date: TBC

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____