

JOB DESCRIPTION

Post Title: Learning Support Assistant (LSA) Level 2

Reports to: SENCO

Role Profile ref: 02131 Learning Support Assistant (LSA) Level 2 (Generic)

The post holder will be required to carry out appropriate duties as outlined in the Role Profile and as the Executive Headteacher requires, including:

1. General responsibilities:

To work in partnership with the class teacher to foster effective participation of pupils in the social and academic processes of the school.

2. Support for pupils:

- a. Working with individuals or groups of children, ensuring that pupils are kept on task and complete activities set by teachers.
- b. Manage behavioural issues in support of the teacher, following the guidance and procedures outlined in the Behaviour & Anti-Bullying Policy.
- c. Encourage and support children in the application of positive attitudes to learning.
- d. Use experience to adapt learning opportunities to meet the needs of individuals and groups of children in order to meet the learning objectives expected by the class teacher.
- e. Provide an appropriate level of pastoral care, ensuring that the class teacher is made aware of key issues, progress and new developments.
- f. Provide personal care, when required and with the support of other staff, if needed.
- g. Draw upon training and professional development activities to ensure children are engaged and motivated by learning.

3. Support for teachers:

- a. Assist the teacher in the implementation of lesson plans, supporting specific pupils as advised and others when appropriate to do so.
- b. Provide feedback to pupils in line with the school's Marking & Feedback Policy and without reference to the class teacher.
- c. Lead small groups of children for defined activities such as Guided Reading, Phonics and other curriculum areas, with guidance from the class teacher.
- d. Provide administrative support for the teacher which includes photocopying, preparation of displays to a high standard, organisation of resources, classroom organisation and other practical activities.
- e. Provide accurate and worthwhile feedback on children's learning to the class teacher, utilising IT systems and software to record progress and achievement
- f. Use time effectively to support the teacher during non-directed activities.

4. Support for the curriculum:

- a. Assist the teacher with testing and assessments
- b. Review the progress of identified pupil against learning programmes
- c. Be familiar with curriculum content, vocabulary and previous/future learning.
- d. Contribute to lessons, at an appropriate time and level, in support of the class teacher's lesson aims and objectives.

5. Support for the school

- a. Implement the Learning & Teaching Policy and other curriculum policies.
- b. Recognise warning signs and changes in children's behaviour, acting accordingly to de-escalate situations and/or refer to the class teacher.
- c. Work with other agencies to support children's learning and progress.
- d. Undertake supervisory activities (morning/afternoon break time supervision).
- e. Liaise with parents, in conjunction with the class teacher, on pupil progress and other matters.
- f. Carry out additional responsibilities to support colleagues across the school, when required.

6. Compliance

- a. Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.