**LSA job description**

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| **Employment details** |
| Job title | Learning Support Assistant |
| Reports to | Headteacher |
| Hours of work | 08.45 – 3.00 |
| Salary | £23,115 - £24,140 (FTE)(C Scale) |
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| **General duties*** Assist teaching staff to prepare classrooms for lessons and activities.
* Assist with school trips, events and activities.
* Encourage pupils to interact with others and engage in activities led by teaching staff.
* Supervise pupils’ work and offer support where necessary.
* Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
* Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
* Undertake pupil record keeping as requested, e.g. taking registers.
* Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
* Establish and maintain constructive relationships with pupils’ parents and deliver pastoral support as required.
* Be a good role model to pupils in terms of behaviour and attitude.
* Provide teaching cover as and when required.
* Assist in supporting pupils with SEND.
* Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
* Assist in the safe and effective use of specialist equipment and resources.
* Be proactive in managing pupil behaviour.
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| **Supporting the school*** Contribute to the ethos, value and aims of the school.
* Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
* Promote inclusion and acceptance of all pupils.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
* Share expertise and skills with other staff members.
* Participate in meetings as required.
* Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the Headteacher.
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| **Teaching and learning*** Develop a secure knowledge of the learning support needs of individual pupils.
* Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
* Support the use of ICT and computing in learning activities, and develop pupils’ competence and independence in its use.
* Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils’ learning.
* Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
* Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
* Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
* Assess, record and report on the progress of pupils and use this information to extend their learning.
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| **Communication and coordination*** Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
* Assist in the production of a timetable that ensures pupils are not repeatedly missing the same lesson to join interventions.
* Contribute towards pupils’ annual reviews and report on the effectiveness of the interventions in place.
* Assist in arranging extra time and access arrangements, as appropriate, where external examinations or tests are administered.
* Assist in the coordination and provision of interventions for named pupils or groups of pupils.
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| **Professional development*** Participate in training and other professional development as required.
* Provide the school with feedback on any training or professional development undertaken.
* Report professional development progress to an assigned mentor and set goals for further professional development.
* Act as a point of contact for other professionals, therapists, specialists and parents.
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**LSA person specification**

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| **Qualifications and training** |
| **Essential** | **Desirable** |
| * Two or more GCSEs at grades 9 to 3 or equivalent, including English and maths.
* A degree in a relevant field or other relevant qualification.
 | * First aid training.
* Safeguarding training.
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| **Skills and experience** |
| **Essential** | **Desirable** |
| * Experience of working with children.
* Experience of record keeping and monitoring.
* Effective oral and written communication skills.
* Demonstrable levels of numeracy and literacy.
* Excellent communication skills.
* Effective problem solving skills.
* The ability to remain calm under pressure.
* The ability to be proactive in seeking solutions.
* The ability to work with pupils in a professional manner.
* Strong ICT skills.
 | * Experience of working in an educational environment.
* Experience of working on a one-to-one basis.
* Good organisational skills and time management.
* Experience working with children and young people with additional needs.
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| **Knowledge** |
| **Essential** | **Desirable** |
| * Knowledge of areas of legislation relevant to child protection and safeguarding.
* Knowledge of relevant school policies.
 | * Knowledge of legislation and statutory guidance specific to Primary Schools.
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| **Personal traits** |
| **The successful candidate will be** |
| * Able to work independently but also as part of a team.
* Dedicated to their practice.
* Punctual and professional.
* Able to maintain successful working relationships with colleagues.
* Reliable and able to be flexible in their approach to work.
* Positive and engaging.
* Able to plan and take control of situations.
* Capable of handling demanding workload and successfully prioritising work.
* Empathetic to those who face barriers to their learning.
* Patient with pupils who take longer to understand information.
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| **Additional requirements** |
| **The successful candidate will have** |
| * The capacity to work flexibly.
* An enhanced DBS check.
* Available references from a previous employer or organisation.
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