**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. | |

**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. |
| **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. |
| **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. |
| **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. | |
| **Additional requirements** | |
| **The successful candidate will have** | |
| * The capacity to work flexibly. * An enhanced DBS check. * Available references from a previous employer or organisation. | |