# Job Description: Learning Support Assistant

Salary: £18,013 to £18,957 FTE, pro rata (£13,989 to £14,723)

Scale: Surrey Pay Scale PS 3

**32.5 hours, 39 weeks a year (includes 5 inset days)**

Monday to Friday 8.30am – 3.30pm

### **Job Purpose:**

To work collaboratively within the school community to instil in each child a love of learning for life that enables them to achieve beyond what they thought possible.   
To promote the highest standards of education in a caring and supportive environment where children feel safe, secure and ready to learn.   
To support teachers in order to promote effective teaching and learning for the pupils in the school.

To support the teachers in providing for the education and welfare of all children in the school, taking account of their needs.

To support the needs of some of our most vulnerable learners, all of whom have Education, Health Care Plans, to ensure they make progress towards their targets.  
To share in the corporate responsibility for the well -being and discipline of all pupils.

To be responsible for own safety and the safety of those affected by the role, in accordance with the Health and Safety at Work Act, Management of Health and Safety Regulations as appropriate.

### **Duties and Responsibilities**

Support for pupils

* Undertaking activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment, usually under the supervision of a Class Teacher;
* Working to establish a supportive relationship with the children and parents concerned in order to facilitate effective communication and partnership between school and home where appropriate;
* Carrying out pre-determined educational activities and work programmes ensuring that specific guidelines are followed whilst promoting independent learning to support the children’s understanding;
* Encouraging acceptance and inclusion of the child with special needs to support achievement and development;
* Promoting and reinforcing the child’s self-esteem and encourage the child to maximise their achievement and development;
* Attend planning meetings and under the overall direction and guidance of teacher, contribute to the short, medium and long term planning and preparation of lessons;
* Help pupils make progress in a range of classroom settings including working with individuals, small groups or whole classes where the assigned teacher is not present;
* Support teachers in selecting and preparing teaching resources that meet the pupil’s needs and interests. Liaise with the class teacher to devise complementary learning activities.

Support for Class Teacher

* Monitoring, assessing and recording pupils work as directed by the Class Teacher;
* Attend planning meetings and under the overall direction and guidance of teacher, contribute to the short, medium and long term planning and preparation of lessons;
* As required to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate;
* To work on classroom displays following consolation with the Class Teacher;
* To observe, monitor and evaluate pupil responses to learning activites through a range of assessment and monitoring strategies determined by the Class Teacher;
* To administer and mark routine tests under the guidance of the Class Teacher and in line with the school’s marking policy.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsiblitiy for their own behaviour;
* Establish constructive relationships with parents/carers;
* Provide clerical/admin support e.g. photocopying, typing, filing, money handling etc.

Support for Curriculum

* To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the Class Teacher;
* To help adapt and plan the development of resrouces necessary to lead learning activities, taking into account pupils interests, language and cultural backgrounds;
* Help pupils to access learning activites through specialist support.

Support for the School

* Taking responsibility for securing the maintenance of specific equipment in school to have responsibility for specific aspects of health and safety;
* To have skills which can be utilised in class such as gardening, drama, craft etc;
* Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate;
* Assisting with out of school activities such as open days, school performances etc;
* Contributing to behaviour management of pupils in accordance with the school policy and guidance;
* Work within the framework of the school’s agreed polices and procedures;
* To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN, inclusion, data protection, reporting all concerns to the appropriate DSL;
* To attend relevant meetings and participate in training opportunities and professional development as required;

Other tasks

* Supporting and advising trainee assistants;
* Having specialist knowledge of equipment in the school and provide instruction for proper use of that equipment;
* Attend staff meetings and school inset days as required by the Head Teacher;

This above is not exhaustive and the post holder will be expected to undertake any duties which may be reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

# Person Specification : LSA or 1-1

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| Criteria | Essential | Desirable |
| Good level of education to at least GCSE standards or equivalent | Yes |  |
| Working with young children, perhaps as a parent or voluntary work |  | Yes |
| Understanding the needs of children | Yes |  |
| Child development and the ways in which children learn | Yes |  |
| The roles played by various adults in a child’s education |  | Yes |
| Awareness of safeguarding | Yes |  |
| Assist children on an individual basis but also work as a member of a team | Yes |  |
| Explain tasks simply and clearly | Yes |  |
| Supervise and control children and adhere to defined standards | Yes |  |
| Accept and respond to authority and supervision | Yes |  |
| Work with guidance but under limited supervision | Yes |  |
| Liaise and communicate effectively with others | Yes |  |
| Demonstrate good organisation skills | Yes |  |
| A passion for making a positive difference to the lives of vulnerable young people. | Yes |  |
| Display work effectively and make and maintain basic teaching resources |  | Yes |
| The ability to monitor, record and make basic assessments about individual progress and write appropriate reports | Yes |  |
| Proactive approach | Yes |  |
| Excellent interpersonal and communication skills | Yes |  |
| Punctual and reliable | Yes |  |
| High level of confidentiality, honesty and integrity | Yes |  |
|  |  |  |
| Self-motivation and initiative | Yes |  |
| Willingness to work flexible hours on occasions | Yes |  |
| Willingness to maintain confidentiality on all school matters | Yes |  |