

JOB OUTLINE: LEARNING SUPPORT ASSISTANT

PURPOSE OF THE JOB

To work with pupils as directed by the class teacher.

KEY TASKS

To assist:

1. in delivery of the curriculum, implementing individualised work and group programmes and reviewing work activities
2. in supporting the activities of the pupils in class and contributing to assessment and record keeping
3. in promoting/reinforcing children's self-esteem
4. helping children to learn as effectively as possible both in group situations and individually, for example:
 - clarifying and explaining instructions;
 - ensuring the children are able to use equipment and materials provided;
 - motivating and encouraging the children as required;
 - helping pupils to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence(eg intimate care);
 - by developing supporting relationships with all children

Additional duties include:

1. recording a child's progress and ensuring all records are accurate and up to date in conjunction with the class teacher and/or other professionals
2. attending and contributing to regular planned staff meetings and in-service sessions
3. to commit to the protection and safeguarding of children and young people, and value and respect their views and needs
4. any other duties which reasonably fall within the purview of the post, which may be allocated by the headteacher after consultation with the postholder

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification – Learning Support Assistant

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Evidence
Qualifications and experience	Mathematics and English Language grade C and above at GCSE	Competence in using a computer A relevant qualification in childcare and/or education	Application form original certificates
	Experience of working with children Empathic to school's Catholic ethos Ability to communicate effectively with adults and children Warmth care and sensitivity when dealing with children Ability to work as part of a team	Practising Catholic Bring personal interests and enthusiasms to the school community	Application form references Interview observation of time with children
	Grammatically correct and accurately punctuated application form		Application form
Personal qualities	Believe that learning should be fun High expectations of everyone Willingness to use variety of strategies to engage all learners		Observation of time with children Interview
Knowledge understanding and skills	The LSA should have knowledge and understanding of: <ul style="list-style-type: none"> the needs of young children; child development and the ways in which children learn; behaviour management strategies; equal opportunities safeguarding 		Application form Interview