

LEARNING SUPPORT ASSISTANT (LSA) JOB DESCRIPTION

Name _____

POST: Learning Support Assistant **RESPONSIBLE TO:** Year Leader

HOURS: 25 hours per week – 39 weeks a year (to include Training Days)

25 hours per week contract within phase times below

FS1 (Nursery)	08.30 – 11.30	12.30 – 15.30
FS2 (Reception)	08.45 – 11.30	12.30 – 3.15
KS1 (Y1 and Y2)	08.45 – 11.30	12.30 – 15.15
Lower KS2 (Y3 and Y4)	08.45 – 12.10	13.30 – 15.15
Upper KS2 (Y5 and Y6)	08.45 – 12.30	14.00 – 15.15

DUTIES AND RESPONSIBILITIES:

The post holder will be expected to report to their assigned Year Leader at the start of the day.

The post holder may be expected to work with individual children having special, or particular, needs and/or groups of children – as directed by the teacher/year leader

The following does not represent an exhaustive list but gives an indication of the role of the post.

1. Classroom Preparation

- To prepare classroom and associated areas for learning, preparing materials and setting out equipment, apparatus, etc.
- To put away materials after use and ensure classrooms and associated areas remain tidy
- Make up and maintain work cards/sheets/books and other teaching aids – as necessary
- To prepare work and notices for display, or other purposes
- Assist with/arrange displays and interest tables

2. Planning and Organisation

- To be involved where appropriate in in-service training with particular reference to developing the role of learning support staff
- To participate in the planning process, including attendance at part of weekly PPA session and discuss with relevant members of the teaching staff programmes for the lesson/day/week/term
- To assist with the general management and organisation of children and resources/equipment which relate to the support of children
- To assist with the planning and organisation of educational visits and outings
- To participate in the planning process and contribute to the formation of:-
 - I.E.P.s / SSPs
 - Statements for Special Needs

3. Working with Children

Under the guidance / direction of relevant members of the teaching staff:

- To work with individual or groups of children in or outside the classroom, on specific activities, such as:
 - reading, writing, running ELS, ALS and FLS initiatives
 - practical, creative, recreational activities
 - the use of specialised equipment e.g. computers
- To assist children with:
 - toileting
 - the attainment of personal hygiene skills
 - the removal/replacement of clothing/footwear
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- To refocus children and ensure that they are 'on task'
- To guide and assist the development of children's:
 - social behaviour, attitudes and skills
 - independence skills
 - literary, mathematical, scientific, technological and manipulative skills

- To assist with the implementation of specific learning, behavioural modification and therapy programmes
- To support children with sensory/physical problems – as and when necessary e.g.:-
 - assist in mobility training
 - assist in the provision of physical management programmes
 - assist with alternative methods of communication with non-communicative children
 - 1:1 support if necessary
- To cover a class for up to 1/2 day when necessary
- In a brief statement, staff to keep a record of all lessons attended and the nature of support offered

4. Assessment of children

- General observation of children, giving feedback to staff – as relevant
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant members of the teaching staff
- To keep formal records of activities undertaken and of developmental achievements.
- To retain evidence of key stages of development attained
- To assist with assessment of key stages and Foundation Profiles
- To update Tapestry where appropriate
- To support invigilation of a group of children in or out of the classroom
- To provide information for, attend and contribute to, the annual review process and /or case conferences.
- To attend other relevant meetings concerning the social and/ or educational needs of the child(ren)

5. Care and Welfare

- Provision of First Aid as necessary, where a First Aid qualification has been achieved, staff to provide back-up with the administration of first aid – when necessary
- To enter details of accidents in the record book and to deal with minor medical needs – such as checking hearing aids, etc.
- When necessary, to issue prescribed medication – in line with the schools policy and procedures and following prior agreement with the parents
- To ensure prompt attention received by any child requiring medical assistance
- To ensure Health and Safety regulations are complied with at all times

6. Liaison with other Staff, Parents, Multi-Professional Service representatives

- As necessary, to liaise with other members of staff, parents and representatives from professional support services e.g. health visitors, school nurse and other agencies
- To mentor new Classroom Assistants
- To support persons undertaking training and work experience
- To liaise with the School's Special Needs Governor – as required
- To telephone parents/carers regarding daily occurrences e.g. uniform issues, medical needs
- To guide and assist parents working within the school
- To attend Parents Consultation Meetings in line with school policy

7. Administration

- To undertake administrative tasks at the direction of the Headteacher – and help contribute, in general terms, to the smooth running of the School
- To undertake specific administrative tasks – associated with those children receiving special care or attention – as relevant and directed
- To support with letters to parents/carers
- To register children and sign homework diaries when requested by the Class Teacher

Other Associated Tasks

- Attend relevant courses / training to develop and broaden awareness
- Participate in School activities
- Bring children off the playground and into class when necessary
- Reinforce the standards and expectations that exist within the School

9. Area of responsibility:

- Weekly timetabled 1 hour to support organisation and smooth running of the above area of school
- To undertake tasks in support of above as agreed with appropriate Curriculum Manager or Head / Deputy Head.

Any other duties and responsibilities, which do not change the general character and purpose of the post, as may be required, following consultation with the Headteacher. Specific additional duties are to be found in staff responsibilities.

Absence from school:

- In the event of sickness it the responsibility of the member of staff to contact and notify Mrs Bailes (Mrs Dennis or Mr Stevens if unable to contact Ms Bailes) in the first instance as early as possible on the first day of sickness. For subsequent days, unless signed off sick for a period of time, contact should be made with Ms Bailes or the school office.
- Staff to note appointments with dentist, doctor, etc. need to be made outside normal working time except in emergencies or where consultants, etc. are inflexible over timing.
- In the event of a child / dependent being sick or in a domestic emergency, then contact as above with a request for 'stuck not sick' leave – which would normally be granted up to a limit of 2.5 days in any one calendar year. Subsequent days would if granted, be unpaid – unless in exceptional circumstances.
- Leave of absence requests will be granted by governors in consultation with the Headteacher in accordance with National and Local conditions of service and the school Leave of Absence Policy.

Signed_____ Learning Support Assistant Date: _____

Signed _____ Headteacher/Deputy Headteacher Date: _____