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| **LSA**  **Wood End Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | Class Teacher and level 2 LSA |
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| **Job Purpose** | |
| To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**  Support for Pupils:   |  | | --- | | Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene and welfare matters. | | Supervise and support pupils ensuring their safety and access to learning. | | Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. | | Promote the inclusion and acceptance of all pupils. | | Encourage pupils to interact with others and engage in activities led by the teacher. | | Encourage pupils to act independently as appropriate. | | **Support for Teachers:**  Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work. | | Be aware of pupil problems/progress/achievements and report to the teacher as agreed. | | Undertake pupil record keeping as requested. | | Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. | | Gather/report information from/to parents/carers as directed. | | Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc. | | **Support for the Curriculum**:  Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher. | | Support pupils to understand instructions. | | Support pupils in using basic ICT as directed. | | Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. |   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Accompany teaching staff and pupils on visits, trips and out of school activities as required. * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Experience of working with children 3 -11 years old as an LSA or similar 2. GCSE English and Maths or equivalent (Grade C or above) | 1. An NVQ Level 1/ 2 or above qualification 2. Experience of working in EYFS/Key Stage 1 3. First Aid qualification. |
| **Skills & Knowledge** | * Ability to work collaboratively within a team. * Able to work from own initiative. * Ability to deal with challenging situations in an appropriate manner. * Deliver good quality teaching when covering a class. * Communicate effectively with staff, parents and other professionals. * Understanding of cultural diversity * Ability to maintain confidentiality * Awareness of Health & Safety standards * Awareness of child protection and safeguarding procedures * Familiarity with the curriculum, age-related expectations of pupils and appropriate teaching methods. | * An understanding of the beliefs and values of different religious groups * Understanding of First Aid procedures; * A basic understanding of principles of child development and learning processes; * Knowledge and understanding of SEN; * Sound IT skills to support learning and maintain electronic information systems. |
| **Personal Qualities** | * Patient, caring and nurturing personality; * Committed to learning new skills and pursuing professional development; * Demonstrates an open minded attitude and able to learn from a range of situations relevant to the school environment; * A flexible and ‘can do’ attitude; * Attitudes and beliefs which mirror the school ethos; * Ability to work independently and use initiative; * An ambitious approach to promoting children’s learning * A personal desire to learn and participate in appropriate training * Good communication skills * Commitment to equal opportunities * Good organisational skills * Initiative and flexibility * Ability to work as part of a team * Being able to deal calmly with difficulties. |  |