**Job Description for a Learning Support Assistant Grade: 5**

**Job details**

**Job title:** Learning support assistant

**Salary:** Grade 5

**Hours:** 12.5 hours Monday to Friday with 5 additional hours as a MDS paid at grade 2

**Contract type:** Part time. Permanent

**Reporting to:** Headteacher, SENDCO and the class teacher.

**Learning support Assistant’s Duties and Responsibilities:**

**This role is to support a pupil 1:1 with an EHCP.**

**Working under guidance to:**

1. Deliver learning activities under the guidance of the class teacher.

2. Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment including the implementation of the school’s behaviour policy.

3. Report to teachers on the behaviour of the pupil during the lesson and any issues arising.

4. Establish and promote productive relationships with the pupils, acting as a role model and setting high expectations.

5. Promote the inclusion of all children in the classroom

6. Liaise closely with teachers and other relevant agencies regarding the work set for the pupil.

7. Establish constructive relationships and communicate with other relevant professionals, in partnership with the teacher, to support the pupil’s learning and progress.

8. Effectively communicate the work set by the teacher to the pupil and ensure that they are aware of the teacher’s expectations.

9. Encourage the pupils to interact and work co-operatively with others to ensure all pupils are engaged on the task set.

10. Respond knowledgeably to any questions from pupil about process and procedures.

11. Observe and report on the pupil’s performance.

12. Ensure the health and safety and welfare of the pupil is maintained at all times.

13. Promote social and emotional development of pupils.

14. Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures.

15. Provide literacy / numeracy support to allow access to the curriculum.

16. Assist with the development and implementation of IEPs.

17. Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.

18. Deal with the day to day requirements of the pupil being supported.

19. Accompany teaching staff and pupils on educational visits.

20. Contribute to the overall ethos, aims and work of the school.

21. Participate in appropriate school based meetings and training activities.

22. Undertake any administrative duties relevant and appropriate to the post.

23. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school’s performance management and supervision arrangements.

24. Maintain confidentiality at all times, and to follow data protection guidelines.

25. Understand and comply with the school’s equal opportunities policies and safeguarding procedures.

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.
* Comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description.

**Other areas of responsibility**

The LSA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LSA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Please note that all holidays must be taken during the school holiday period and wherever possible medical appointments etc. should be made outside school time.

Signed:…………………………………….. Date:……………………………………………………………

September 2021

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