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**Job Title: Learning Support Assistant – Part time**

**CONTRACT:** Fixed until end of school year 2021-22 (21st July 2022)

16.5 hours – 3 days per week - Term Time only

**SALARY SCALE**: Band B (£18,198 to £18,933) Pro. Rata for term time/hours

Responsible to: Headteacher & SENCo, Teamleader

Responsible for: N/A

**Job Summary:**

* To provide classroom support to pupils under the direction of the teacher.

**Additional duties and responsibilities:**

**Support to Pupils**

* To keep and maintain a record of support provided to pupils.
* To assist pupils in the use of resources including ICT.
* To maintain pupils' interests and motivation.
* To assist pupils with dress/changing for activities/personal hygiene.
* To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).
* The care and welfare of pupils to include toileting and feeding as required.
* To supervise pupils at lunchtimes and/or break times as required.
* Escorting pupils around school premises/and take home, together with another member of staff.

**Support to School**

* To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
* To be aware of and maintain school policies and procedures.
* To contribute to IEPs.
* Preparation of rooms, equipment and displays.
* To maintain school routine.
* To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
* Support ethos of school.
* Maintenance of safe environment.

**Support to Teachers**

* To deliver pre-planned programmes of work under the direction of a teacher.
* To develop resources for pupils as required.
* To assist in the assessment of pupil attainment/progress.
* To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.
* To assist the teacher with the supervision of pupils on school trips/visits.
* To keep materials and equipment in a tidy and safe manner.
* To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
* To support the supervision of individuals/groups of pupils.

**Support with Curriculum**

* To be involved in planning meetings.
* Attendance at appropriate training sessions as required.
* To undertake repairs and maintenance of books and equipment.
* To develop and prepare curriculum activities/materials.
* To participate in the operation of the Academy’s Personal Performance Development Scheme.
* To carry out their duties in line with policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with this policy, The Equality Standard and obligations under the Race Relations (amendment) Act 2000.
* Such other duties as may be appropriate to achieve the objectives of the post to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
* The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work Act 1974.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (LSA) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_