

## Job Title: Learning Support Assistant

### Responsible to: Class Teacher/Head Teacher

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#### **CORE PURPOSE:**

To work collaboratively within the academy community to instil in each child a love of learning for life that enables them to achieve beyond what they thought possible.

To promote the highest standards of education in a caring and supportive environment where children feel safe, secure and ready to learn

To support teachers in order to promote effective teaching and learning for the pupils in the academy

To support the teachers in providing for the education and welfare of all children in the academy, taking account of their needs

To share in the corporate responsibility for the well-being and discipline of all pupils

To be responsible for own safety and the safety of those affected by the role, in accordance with the Health and Safety at Work Act, Management of Health and Safety Regulations as appropriate

#### **Responsibilities relating to Individual child/children:**

- Developing an understanding of the specific needs of the pupil to be supported taking into account the type of support involved.
- Undertaking activities with the individual pupil to facilitate their learning by, for example: Carrying out interventions as directed by the SENCO. These interventions may be based on language and communication, reading, writing, numeracy, behaviour or handwriting and motor skills.
- Working with the teacher and the children to ensure that skills learned in the intervention programmes are transferred and applied.
- Liaising with the SENCO and class teacher (when needed) about the individual education plan to maximize the impact on the attainment and progress of the child.
- Developing appropriate resources to support the pupil(s), ensuring the pupil is able to use equipment and materials provided. This will include supporting the children to so that they make full use of the available digital technology such as an iPad.
- Liaising and working with other specialist staff, such as Emotional Literacy Support Assistants.
- Meeting the physical needs of pupils as required whilst encouraging independence;
- Attending meetings regarding the pupils as required.
- Attending training sessions related to the role.
- Supporting the SENCO with administration tasks related to pupils.
- Being accountable for the progress made as a result of the interventions carried out.
- Supervise pupils at lunchtime in the dining hall and on the playground/classroom.

#### **Personal and Professional Conduct:**

- show professionalism by having proper regard for the ethos, policies and practices of the academy
- consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils
- develop and sustain effective relationships within the academy community
- have regard for the need to safeguard children's wellbeing by following statutory guidance along with Trust/Academy policies and practice

- respect all individual differences and cultural diversity
- commit to improving own practice through self-evaluation and awareness

### Knowledge and Understanding

- share responsibility for ensuring that own knowledge and understanding is relevant and up to date by being a reflective practitioner
- respond to advice and feedback from colleagues
- take opportunities to acquire skills, qualifications and/or experience to develop in LSA role
- demonstrate expertise and skills in understanding the needs of the children
- know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- demonstrate a relevant level of subject and curriculum knowledge to effectively support teachers and children
- understand own roles and responsibilities within the classroom and the whole academy context recognising that these may extend beyond a direct support role

### Teaching and Learning

- demonstrate an informed and efficient approach to teaching and learning
- adopt relevant strategies to support the work of the teacher
- adopt strategies to increase children's achievement including those with special educational needs
- promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- use effective behaviour management strategies in line with the academy's policies and procedures
- contribute to effective assessment and planning by supporting monitoring and reporting of children's performance and progress
- communicate effectively with children to adapt to their needs and support their learning
- use effective questioning and listen carefully to pupils, addressing misconceptions
- maintain a safe and stimulating learning environment
- participate in out-of-class activities (off-site trips, residential visits) to enrich children's knowledge and understanding

### Working with others

- respect the role and contribution of other professionals, parents and carers
- liaise effectively with others and work in partnership with them
- keep other professionals accurately informed of performance and progress and share concerns about a child's learning (with the teacher)
- share knowledge to inform planning and decision making
- work collaboratively with teachers and other colleagues
- communicate knowledge and understanding of the child with other staff and education, health and social care professionals so that informed decisions can be made for intervention and provision
- contribute to the academy priorities for development
- confidently support teachers in reaching creative solutions to some of the variety of challenges they face
- provide intimate care on occasions if necessary

To support the academy through taking on reasonable job roles, that the Head Teacher may request to meet the needs of the children.

**Additional Information:** This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.