



Job Description

Learning Support Assistant

Main Purpose

- ❖ To positively promote the vision and values of the school at all times acting as an ambassador, actively promoting high standards.
- ❖ Be a proactive member of a multi-disciplinary team, under the leadership and supervision of the teacher and senior staff.
- ❖ To work with individuals or groups to support the learning of the pupils, including those with SEND, enabling children to fully engage and challenging their learning.
- ❖ To assist the teacher in the management of pupils and the learning environment.
- ❖ To undertake a mid-day meal supervisor role for up to one hour each working day.

Summary of Responsibilities

Support for Pupils

- ❖ Supervise and provide support for pupils, including those with special needs, ensuring their access to learning activities.
- ❖ Assist with the development and implementation of individual education, behaviour and care plans.
- ❖ Establish positive relationships with pupils and interact with them according 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.
- ❖ Set challenging and demanding expectations and promote self-esteem and independence.
- ❖ Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support for Teachers

- ❖ Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- ❖ Assist with the planning and adaptation of learning activities.
- ❖ Monitor pupils' responses to learning activities and accurately record achievement and progress and share this information with the teacher and other LSAs.
- ❖ Promote positive behaviour, dealing promptly with disruption and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- ❖ Establish constructive and supportive relationships with parents/carers and pupils.
- ❖ Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- ❖ Provide administrative support to ensure the smooth running of the class.

Support for the Curriculum

- ❖ Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupils' needs and responses.
- ❖ Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- ❖ Use ICT to support learning activities and develop pupils' independence.
- ❖ Prepare and adapt resources to support the learning of groups or individuals.

Support for the School

- ❖ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- ❖ Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- ❖ Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- ❖ Attend and participate in relevant development, training and meetings.
- ❖ Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- ❖ To ensure children are offered a safe environment.
- ❖ To undertake any other duties within the school as requested by the Headteacher or Senior Leadership Team.

All Staff at Burnt Ash primary School are expected to maintain our agreed standards

Staff at Burnt Ash Primary will:

- ❖ Be ambassadors for the school.
- ❖ Embrace a challenging culture - where only the best is good enough
- ❖ Demonstrate a positive mind-set - aspiring to be the best they can be and support others to do the same.
- ❖ Communicate in a clear and positive manner to different audiences – children, parents, staff and visitors. They will use appropriate body language and non-verbal expression.
- ❖ Role model politeness and respect to others – including colleagues, children and parents.
- ❖ Use time efficiently, both their own and others'.
- ❖ Be proactive regarding their professional development and learning.
- ❖ Be reflective about their own practice and consider its impact.
- ❖ Be creative and prepared to try out new ideas.
- ❖ Always role model high expectations.
- ❖ Dress in a smart, professional and appropriate manner.