



<b>JOB DESCRIPTION</b>	
<b>Post Title</b> Learning Support Assistant	<b>Grade</b> Scale 3 35 hours per week Term Time Only (39 weeks per year)
<b>Department</b> Foundation School	<b>Responsible to</b> Inclusion Manager – Primary Phase  <b>Responsible for</b> N/A
<b>Role Summary</b>  To increase the rate of student progress across faculties by adding to the capacity of colleagues to deliver good and outstanding lessons.  To provide support for students and staff in order to raise standards of achievement for all students, to encourage students to become independent learners, to ensure their safety and welfare and to support the inclusion of students in all aspects of school life.  <b>Responsible for</b> In and out of class Learning Support for children.	

**Main duties:**

- To work as directed by the Inclusion Manager and under the supervision of the class teacher, with individual students and small groups, delivering interventions, introducing tasks, monitoring children's work.
- To help all children to access the full curriculum, and to promote independent learning.
- To monitor children's progress and to provide the class teacher with support in assessing their progress.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning both indoors and outdoors.
- To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/Inclusion Manager.
- To deliver structured intervention and catch-up programmes to support the development of literacy and/or numeracy skills, and other intervention programmes as directed.
- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- To be aware of the learning needs of individual students, and to differentiate work to meet those needs, contributing to their EHCPs as necessary.



- To provide targeted support to individuals and groups, including those students with EAL or AEN.
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To contribute to discussions about children's progress and to plan and review support as required.
- To attend formal meetings to discuss children's progress with parents and other professionals as part of the relevant staff group.
- To support the school's aims and ethos.
- Respect the confidentiality of children's information and respond sensitively to their needs, maintaining an awareness of particular learning and physical needs of those they support at all times.
- To undertake care tasks as appropriate related to children's physical welfare in accordance with guidance and procedures.
- To share skills with less-experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
- To support class team and administration as required including maintaining individual or group records.
- To accompany children and teachers on educational visits and trips during contracted hours, being responsible for children's safety and engagement in learning activities.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
- To keep appropriate records of children's progress and to contribute towards EHCPs, Annual Reviews etc.
- Contribute to extra-curricular activities.

The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

### **Training**

The post holder will be required to undertake training as required to be effective in carrying out all duties, such as food hygiene certification or paediatric first aid.

### **General**

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.



*This Job Description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time, after consultation.*

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**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

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**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Postholder**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Headteacher**



<b>Person Specification for the Post of LSA</b>	
<b>Knowledge &amp; Skills</b>	<ol style="list-style-type: none"><li>1. Ability to help implement the necessary routines and patterns to establish good behaviour management within the school.</li><li>2. IT, Literacy and Maths skills to support children's learning and administrative tasks.</li><li>3. The ability to communicate effectively with individuals and groups of students, teachers, parents and other members of staff.</li><li>4. The ability to establish and maintain effective working relationships with teachers and other members of staff and parents.</li><li>5. The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher.</li><li>6. The ability to accept guidance and direction from teachers.</li><li>7. The ability to keep written records and support the development of children's literacy and numeracy skills with confidence.</li><li>8. A willingness to undertake training to ensure that the roles are effectively carried out.</li><li>9. The ability to work as part of a team.</li></ol>
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"><li>1. Grade A* - C GCSE English and Maths</li><li>2. Relevant NVQ Level III or a degree in a relevant subject</li><li>3. Experience of establishing successful learning relationships with a variety of children at the relevant age.</li></ol>
<b>Other</b>	<ol style="list-style-type: none"><li>1. A commitment to the LA's Equal Opportunities Policy.</li><li>2. Genuine passion and belief in the potential of every student</li><li>3. A helpful, positive, calm nature</li><li>4. A commitment to ensuring every student achieves his or her very best.</li><li>5. Able to deal with minor incidents, first aid and the personal health and hygiene of students</li><li>6. A satisfactory Enhanced DBS disclosure</li></ol>