

Job Description

Job Title:	Learning Support Assistant
Grade:	Drapers' Grade 4 (Scale Points 5 – 6)
Work Pattern:	Term Time plus 1 week, totalling 39 weeks
Reports To:	SENCO
Staff Managed (if any):	None

The Learning Support Assistant (LSA) is a member of a team of practitioners responsible for the education and care of the children in the school. S/he is involved in contributing to the teaching and learning programme in accordance with the ethos, aims and objectives of the school.

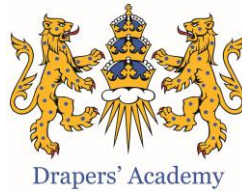
The Teacher and the LSA work as a team – being 'partners' in supporting the pupils' access to learning and the whole curriculum (including the National Curriculum) and their independence as learners.

The LSA works under the direction and control of the Principal and the relevant member of SLT/HoF/SENCO/Subject Teacher.

Main Duties and Responsibilities

➤ Support for pupils:

- provide appropriate levels of individual attention, reassurance and help for pupil(s) needs as identified by the school
- support the specific needs of specified pupils – physical, emotional, behavioural, communication, medical and/or sensory
- where possible, accompany pupils they are supporting between lessons
- support pupil(s) access to the curriculum, their learning in particular lessons and their progress towards specific individual targets
- provide information regarding the specific learning needs of identified pupils
- support pupils in working independently in the company of others
- provide information, advice and direction to pupils about their behaviour within the agreed framework of school and departmental policies on discipline and behaviour, the limits of involvement agreed between subject teacher and LSA
- take appropriate action to identify, analyse and minimise any risk to health, safety and security in the immediate working environment.



➤ **Support for the teacher(s):**

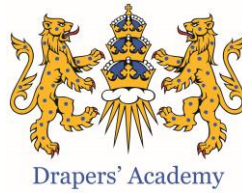
- assist pupil(s) access to the curriculum by differentiating instructions and tasks
- help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly
- support the maintenance of pupil records by providing information to the teacher/SENCO and recording, in accordance with school and departmental policy, the work of pupils
- provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies
- where necessary, correct behaviour, support the teacher in maintaining order and discipline, according to the written agreement between subject teacher and LSA
- report uncharacteristic behaviour patterns in individual pupils and incidents of inappropriate behaviour to the subject teacher, HoY, HoD and/or SENCO.

➤ **Support for the school/department:**

- attend meetings, including meetings with SLT/HoD/Learning Support Faculty/team, where appropriate and agreed.
- act as a reader or amanuensis as necessary at school and national tests and examinations
- assist in the administration of NFER and CAT assessments
- demonstrate a willingness to share information and expertise, which could benefit other team members in their work
- provide information to support pupil progress including information for pupil records, reports, Individual Education Plans and annual reviews
- actively encourage the development of positive relationships and promote confidence about the care and education of their children in the presence of parents.

➤ **Support for the curriculum:**

- support the curriculum plans and learning programmes designed by the teacher and obtain and use designated equipment and materials appropriate to the learning objectives and pupils' development needs
- help pupils with the use of ICT and appropriate curriculum software
- obtain accurate and up-to-date information on pupils' literacy, current reading ability, their writing skills and language development
- monitor pupils' responses to learning activities and promptly inform the teacher when a pupil is experiencing difficulties that cannot be resolved
- respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self images
- provide an appropriate level of assistance to enable pupils to experience a sense of achievement, maintain self-esteem and self-confidence and encourage self-help skills
- use appropriate strategies for challenging and motivating pupils to learn.



- Arrangements for appraisal of performance:
 - participate in the annual performance review process.

Additional duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.