

CHERRY TREE PRIMARY SCHOOL AND NURSERY

Job Description: Learning Support Assistant (EYFS/KS1/KS2))

Job Title: Learning Support Assistant

Band: 2 (Range 3-6)

Hours/week: Term time only, Mondays to Fridays.

EYFS (Reception)/KS1/KS2: 8.30 a.m. – 3.30 p.m. (30m lunch), 32.5h per week

EYFS (Nursery): 8.15 a.m. – 3.45 p.m. (30m lunch), 35h per week

Job Purpose:

A Learning Support Assistant (LSA) will provide support to the teacher and pupils to ensure effective teaching and learning. An LSA will work in partnership with individual pupils, groups of pupils or the whole class. LSAs will deliver planned learning activities/teaching programmes as agreed with the teacher. They may be asked to adjust activities according to children's responses as appropriate. Learning activities may be delivered in the absence of the teacher.

Duties:

A Learning Support Assistant will:

- establish positive relationships with children;
- support children with activities which support literacy and numeracy skills and other curriculum areas;
- support children with social skills, physical development activities, personal care and hygiene;
- support the children and adults in the delivery of and participation in the indoor and outdoor learning environments;
- support the use of ICT in the classroom and develop children's competence and independence in its use;
- promote positive pupil behaviour in line with school policies and help keep pupils on task;
- interact with, and support pupils, according to individual needs and skills;
- prepare and share with the pupils snacks as prepared in the setting (EYFS);
- promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources;
- participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour;
- monitor and record pupil activities as appropriate, writing records and reports as required e.g. regularly contributing to and updating Learning Journeys (EYFS);
- provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- support learning by arranging/providing resources for lessons/activities;
- attend to pupils' personal needs including help with social, welfare, health matters, including minor first aid and personal hygiene (e.g. changing if wet or soiled);
- assist with the preparation, maintenance and control of stocks of materials and resources;

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- assist with the development and implementation of IEPs;
- liaise with other staff and provide information about pupils as appropriate;
- assist with the display and presentation of pupils' work;
- supervise pupils for limited and specified periods including break-times and/or lunch times (where applicable) etc. when the postholder should facilitate games and activities or other learning activities.

Support for the school

A Learning Support Assistant will:

- monitor effective working relationships with colleagues and parents/carers;
- contribute to the maintenance of children's safety and security;
- promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources;
- supervise pupils for limited and specified periods including break-times and/or lunch times (where applicable) etc. when the postholder should facilitate games and activities and other learning activities – this may include other Key Stages;
- assist with escorting pupils on educational visits;
- review and develop their own professional practice, including attending relevant training;
- attend relevant school meetings as required;
- participate in the appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy;
- support the Governing Body's commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;
- recognise confidentiality, child protection procedures, Health and Safety, and the policies of the Berlesduna Acadmey Trust, Governing Body and the Local Authority;
- wear the school, staff 'uniform' (navy blue polo shirt, fleece etc.); see Staff Dress Code policy.

The duties above are neither exclusive nor exhaustive and the postholder may be required to carry out other such reasonable duties, within the context of the job, skills and grade, as may be directed by the Headteacher through relevant other staff members to support a specified child, group of children, class(es) of children.