



Job Description

LEARNING SUPPORT ASSISTANT

Reporting to

Class Teacher/ Head of Primary School

Line management of

None

Working hours

30 hours per week, as directed by the Head of Primary School
8.30am -15.30pm

39 weeks per year, term time only

Grade

Band 2 –point 3-5
(FT £18,065-£18,795)

Purpose

Teaching and Learning	
1.	Assist in the educational and social development of all students under the direction and guidance of the Head of Primary School and the class teachers, including delivering specific parts of the curriculum to groups of students if required, and assessing student's progress and reporting back to the class teacher
2.	Assist in the implementation of Individual Education Plans/ EHC plans for individual students and contribute to monitoring their progress, including attending relevant meetings such as statutory reviews.
3.	Provide support for individuals and groups of students inside and outside of the classroom to enable them to fully access the curriculum.
4.	Work alongside other professionals, such as speech and language therapists and occupational therapists.
5.	Support students with emotional and behavioural issues in accordance with the school's behaviour policy and promote good behaviour.
6.	Assist the class teacher with maintaining student records, including observations and assessments.
7.	To follow the school's policies relating to teaching and learning.

Administrative Duties	
1.	Prepare and present displays of students' work, if required to do so.
2.	Support class teachers in photocopying and other tasks in order to support teaching.
3.	Undertake other admin related duties from time to time as the Head of Primary School requires

Standards and Quality Assurance	
1.	Promote the inclusion and acceptance of all students.
2.	Support the aims and ethos of the school.
3.	Set a good example in terms of dress, punctuality and attendance (following the staff handbook).
4.	Attend weekly team meetings.
5.	Undertake professional duties that may be reasonably assigned by the Principal.
6.	Be proactive in matters relating to Health and safety.
7.	Maintain confidentiality in relation to all work undertaken at school.
8.	Undertake relevant training and CPD.
9.	Set a good example in relation to the correct pronunciation of phonemes, words and use standard English when speaking to students, staff and families.

Other Duties and Responsibilities	
1.	To communicate messages with parents/ carers/ wrap around care under the teachers direction.
2.	All LSA's are expected to take their share of supervisory duties on the playground. Lunchtime is not a requirement, unless in exceptional circumstances where LSA's may be asked to cover a lunch duty and will have their lunch hour during a different time (between 11-2)
3.	According to a child's age and individual needs, duties may involve helping with toileting and changing as the need arises.
4.	The role of an LSA may be to support an individual student should the need arise.
5.	To assist during lunchtimes (if required when short staffed).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of The Chelmsford Learning Partnership in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Senior Leadership Team or the incumbent of the post.

The Trustees of The Chelmsford Learning partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.

Learning Support Assistant - Person Specification

	<u>Essential (E) or Desirable (D)</u>
Education/Qualifications	
Numeracy, literacy and ICT skills equivalent to Level 3 or above.	E
Relevant professional training or development (level 3 or above)	D
First Aid Training or willingness to undertake training	E
Experience	
Working with or caring for children of relevant age.	E
Working with children in an Early Years setting.	D
Collaborative and supportive work with colleagues within the organisation	E
Collaborative and supportive work with parents.	D
Skills and Knowledge	
Basic understanding of child development and how children learn	E
Understanding of relevant policies/code of practice and awareness of relevant legislation	D
General understanding of the EYFS Curriculum, national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)	D
Ability to relate well to young people and adults.	E
Good oral and written communication skills.	E
Good listening skills.	E
ICT skills appropriate to the role, including audio visual and copying equipment.	E
Effective time management.	E
Effective and efficient organisation and administrative skills.	E
Committed to continual personal and professional development.	E
Personal Qualities	
A commitment to maximising the academic, personal, social and emotional development of all students.	E
Work constructively as part of a team.	E
Willing to work within organisational procedures, processes and to meet required standards for the role.	E
Be resilient and demonstrates ability to work well under pressure.	E
Able to adopt a flexible working practice.	E
Excellent record of attendance and punctuality.	E
Equal Opportunities	
Commitment to the trust's equal opportunities policy and Child protection policy.	E

