



LPSA Job Description

Job Title	Learning & Pastoral Support Assistant (Primary) (LPSA)
Reports to	Head teacher, Class Teacher, SENCO
Liaison with	Teaching staff, support staff, Head teacher, pupils.
Job Purpose	To work in partnership with the class teacher to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Duties	<ul style="list-style-type: none"> • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • To contribute to the care of the whole child by also undertaking a lunchtime supervisory role, up to 5 days a week • To take responsibility for the preparation, maintenance and control of stocks of materials and resources • Working with individuals or groups of children • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support pupils with activities which support English and Maths skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • 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 • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Write reports and records as required • Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently • To be involved in planning, organising and implementing LSPs, including attendance at, and contribution to, reviews • To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To assist with escorting pupils on educational visits

General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Person Specification

LEARNING & PASTORAL SUPPORT ASSISTANT (LPSA)

General heading	Examples
Qualifications & Experience	<p>Successful experience working with children in a school/early years environment</p> <p>Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience</p> <p>Basic knowledge of First Aid and an understanding of school systems and procedures</p> <p>Good reading and writing skills (GCSE or equivalent)</p> <p>Good numeracy skills (GCSE or equivalent)</p> <p>Good working knowledge of ICT to support learning</p>
Communication	<p>Ability to write detailed reports, letters etc.</p> <p>Ability to use clear language to communicate information unambiguously</p> <p>Ability to listen effectively</p> <p>Ability to negotiate effectively with adults and children</p>
Working with children	<p>Ability to demonstrate effective implementation of the school's behaviour management policy</p> <p>Successful completion of training to support SEN if appropriate</p> <p>Detailed understanding of the school curriculum</p> <p>Good working knowledge of specialist curriculum area(s) if appropriate</p> <p>Detailed understanding of child development</p>

	<p>Ability to assess progress and performance and recommend appropriate strategies to support development</p> <p>Understand and support the importance of physical and emotional wellbeing</p>
Working with others	<p>Ability to make a proactive contribution to the work of the team supporting children, their families and carers</p> <p>Ability to work with parents and carers to improve support for children</p> <p>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</p> <p>Ability to work effectively with a range of adults</p> <p>Contribute to the development and implementation of effective systems to share information</p>
Responsibilities	<p>Good organisational skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to manage and support the work of others</p> <p>Ability to manage own time effectively</p> <p>Demonstrate creativity and an ability to resolve problems independently</p>
General	<p>Awareness of and promotion of equality</p> <p>Good understanding of Health & Safety</p> <p>Good understanding and effective implementation of child protection procedures</p> <p>Understand procedures and legislation relating to confidentiality</p> <p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others</p>