



## **Job Outline**

### **Learning Support Assistant**

**Responsible to:** Headteacher, Class Teacher, SENCO, Senior LSA  
**Salary Grade:** Scale 3  
**Full time/Part time:** Part-time, 39 working weeks per year 28.75 hours per week

#### **Job Purpose**

To work in partnership with class teachers to assist pupils' with moderate needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

#### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### **Key Responsibilities**

- Working with individuals or small groups of children under the direction of teaching staff;
- Support pupils with activities which support literacy and numeracy;
- Establish positive relationships with pupils supported;
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use;
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- 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;
- 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;
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behavior;
- Monitor and record pupil activities as appropriate writing records and reports as required;
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher;
- Assist with the development and implementation of IEPs;
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid;



- To assist with the preparation, maintenance and control of stocks of materials and resources;
- Liaise with other staff and provide information about pupils as appropriate;
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities;
- To assist with escorting pupils on educational visits.

#### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**