



### LSA JOB DESCRIPTION

**Job Title:** Learning Support Assistant

**Responsible to:** Headteacher, SENCo, Classteacher

**Responsible for:** Support for the class

#### **Duties:**

#### **Particular Responsibilities:**

- Working with individual or small groups of children under the direction of teaching staff.
- Establish positive relationships with pupils supported.
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- Support pupils with activities which support English and Maths skills.
- Support the use of computing in the classroom and develop pupils' 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.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation, expansion 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.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and intimate care needs
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of EHC's.
- Liaise with other staff and provide information about pupils as appropriate.
- To assist with the display and presentation of pupils' work.
- 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.
- 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 undertake emergency cover supervision.
- **Attend to pupils' intimate needs including wet or soiled incidents.**

#### **General Duties**

- 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 the line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

### **Equal Opportunities**

- To foster the concept of equal opportunities and the core values in the school across all aspects of the school curriculum, so that it is an intrinsic part of everything the School does

### **Liaison**

- To ensure effective and meaningful dialogue with parents is developed and maintained.
- To plan and develop links with external agencies where possible or appropriate, to ensure constant contact with the community around us. ● To liaise frequently with:
  - the Headteacher
  - other members of the SLT
  - the SENCo ○ parents ○ other members of staff
  - any outside agencies regarding Educational Healthcare Plans

### **Safeguarding**

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information, with other professionals.
- To read and understand 'Keeping Children Safe in Education' Part 1 and follow the schools safeguarding procedures.
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The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.