

FEDERATION OF FARNHAM & RICKLING CE PRIMARY SCHOOLS

Executive Headteacher: Mr A Gardiner

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"Our vision is for every child to reach his or her full potential within a Christian environment"

LSA Job Description

JOB TITLE

LSA

PLACE OF WORK

Federation of Farnham and Rickling Primary Schools REVIEW: Annually

Responsible to: **Head teacher, Senior teacher, class teachers**

Job purpose

- To help raise standards of achievement for pupils under the direction of a classroom teacher, the assistant head teacher or the learning support co-ordinator.
- To provide support for pupils and assist teachers in the development and education of children in our school, by undertaking learning support and various non-teaching tasks related to classroom activities and providing basic supervision and care skills.

Main duties and responsibilities

Support for children

- To support children's learning by assisting in the supervision and managing of activities with groups of children or individual children.
- To ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- When requested, to assist in the supervision of children, this includes in playgrounds, dining areas or on visits outside the school premises.
- To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
- To provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individual or groups of children.

Support for teachers

- To undertake relevant duties allocated at the discretion of the classroom teacher, headteacher, senior teacher.
- To maintain records of children's progress as instructed by the classroom teacher or learning support co-ordinator, with input to the monitoring and reviewing of work programmes.
- To undertake the following roles in line with the Workforce Agreement 2003.
- Collecting money.
- Bulk photocopying.
- Producing class lists.
- Record-keeping and filing.
- Classroom display – teachers will make professional decisions in determining what material is displayed in and around their classroom.
- Collating child reports.
- Ordering supplies and equipment – teachers may be involved in identifying needs.
- Stocktaking.

- Cataloguing, preparing, issuing and maintaining equipment and materials..
- Managing child data – teachers will need to make use of the analysis of child data.

Support for the school

- To observe children as individuals and in groups, and report problems and progress to the classroom teacher, assistant head and learning support co-ordinator.
- To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
- To prepare display materials and teaching aids, undertake simple maintenance and repair, and clean and tidy up after use.
- To provide cover for lunchtime supervision.

Support for the curriculum

- To assist in the delivery of educational work programmes by undertaking individual, predetermined learning activities, such as reading, listening to children read and stimulating learning through play, in order to further the educational development of children.

Authorised to

- ~~Provide simple first aid to children.~~
- ~~Have access to child assessment records and data as part of the duties described above, following the school's guidelines with regard to confidentiality.~~

Entitlement

- ~~Induction, training and professional support~~
- ~~Annual appraisal through the process of performance management.~~
- ~~Training and development within the schools INSET programme.~~
- ~~Appropriate professional support from the Headteacher, Senior teacher and Class teacher.~~
- ~~To be consulted before any change is made to this job description.~~

Performance management

- ~~To take place annually with the Headteacher or Senior teacher~~
- ~~To agree and set targets.~~
- ~~To contribute to a review of performance against the targets set.~~
- ~~To benefit from professional development opportunities in line with identified school and professional priorities.~~

~~This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.~~

Signed: _____ Date: _____

 Learning Support Assistant

Signed: _____ Date: _____

 Headteacher

~~"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".~~