



St Joseph's Catholic Primary School, Canvey Island

Learning Support Assistant - Job Description

JOB TITLE: Learning Support Assistant (LSA)
REPORTS TO: SENCO/Headteacher
SALARY GRADE: NJC Spine Point 3-5 (actual point dependent on skills and experience)
Salary range according to above points £18,379.87 -£18,963.54

Term: Permanent contract

Working hours per day: 6.5 hours - 8.30am to 3.30pm from Monday to Friday (with a 30-minute unpaid lunch break every day)

Working hours per week: 32.5 hours.

Working weeks: 38 weeks - school term time only

JOB PURPOSE:

To enable pupils' access to learning by supervising and assisting pupils across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher. To promote and adhere to the school's values and mission statement. To contribute to the effective organisation of the school with administrative and clerical support.

DUTIES

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes.
- Preparing materials/equipment (e.g., books, pencils, art supplies, sort games) preparing and clearing up activities with the pupils.
- Maintaining classroom resources and designated areas.
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Administer and mark routine tests with clearly defined predetermined answers.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- Ensure that pupils work and play together positively and cooperatively by modelling and encouraging positive behaviour
- Helping pupils change for practical activities.
- Arrange classroom to create a positive learning environment including arranging classroom displays.



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GENERAL

- To follow school policies to ensure the safeguarding of children
- To follow school policies to actively support equality, diversity and inclusion and ensure the safety of all.
- To attend meetings and training sessions as required.
- To work with colleagues to achieve shared school objectives.
- At the discretion of the Headteacher, any other activities that are consistent with the nature of the job description
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training in discussion with line manager and attend relevant school meetings as required.
- 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.