



LSA ~ Job Description

Job Purpose:

- To work collaboratively with class and senior teachers to raise the learning and attainment of all pupils
- Provide support for pupils' welfare, promoting independence, self-esteem and social inclusion in all aspects of academy life
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Main Activities Attributable to the Particular Duties:

Teaching and Learning

- a. Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils, including where appropriate, those with SEND
- b. Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities
- c. To help children of all abilities learn as effectively and independently as possible, both individually and in small groups.
- d. Are able to prepare materials and resources to support individuals, small groups and classroom activities
- e. Lead interventions for children with individual targets and small groups of children in literacy and numeracy
- f. To assist the classroom team in delivering educational programmes, designed by the teacher and the professionals working in school
- g. Use effective behaviour management strategies consistently in line with the academy's policy and procedures
- h. Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- i. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- j. Observe pupil performance and pass observations on to the class teacher
- k. Supervise a class if the teacher is temporarily unavailable
- l. Use ICT skills to advance pupils' learning
- m. Undertake any other relevant duties given by the class teacher

Planning

- a. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- b. Read and understand lesson plans shared prior to lessons, if available
- c. Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- a. Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- b. Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- c. With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they with
- d. Understand their role in order to be able to work collaboratively with classroom teacher and other colleagues, including specialist advisory teachers
- e. Collaborate and work with colleagues and other relevant professionals with and beyond the school
- f. Develop effective professional relationships with colleagues

Whole school organisation, strategy and development

- a. Contribute to the development, implementation and evaluation of the schools policies, practices and procedures, so as to support the academy's values and vision
- b. Make a positive contribution to the wider life and ethos of the academy

Health and Safety

- a. Promote the safety and well-being of pupils, and help to safeguard pupils well-being by following the requirements of Keeping Children Safe in Education and our academy child protection policy
- b. Look after children who are upset or who have accidents
- c. Take part in First Aid Training and delivering First Aid to pupils

Professional development

- a. Help keep their own knowledge and understanding relevant and up to date by reflection on their practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- b. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role with support from the academy
- c. Take part in the academy's appraisal procedures

Personal and professional development

- a. Uphold public trust in education profession and maintain high standards of ethics and behaviour, within and outside of the academy
- b. Have proper and professional regard for ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- c. Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the academy community
- d. Respect individual differences and cultural diversity



LSA ~ Person Specification

	Essential	Desirable
Training and qualifications:	<ul style="list-style-type: none"> Be able to demonstrate a good standard of general education 	<ul style="list-style-type: none"> Equivalent Maths/English GCSE 'C' Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare Other relevant qualifications, e.g. Foundation Degree in Education, National Vocational Qualifications in Supporting Teaching and Learning First Aid Certificate Evidence of further study or professional qualifications
Experience :	<ul style="list-style-type: none"> Recently working with children within a primary school Working under direction of a teacher Working with children with a range of special educational and , or medical needs Managing pupil behaviour Communicating with pupils, staff, parents and other professionals Assessing, recording and reporting on development and learning progress Experience of supporting children with a range of special educational needs 	<ul style="list-style-type: none"> Experience and knowledge of working with children with Special Educational Needs Experience across EYFS, KS1 and KS2
	Essential	Desirable
Knowledge, understanding, ability to demonstrate:	<ul style="list-style-type: none"> Knowledge and understanding of LSA standards Commitment to a team approach to working in a primary academy Knowledge of relevant policies, codes of practice and legislation including safeguarding Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Understanding of child development and learning activities for a group or class or children Knowledge of how to help adapt and deliver support to meet individual needs Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice Understanding of roles and responsibilities within the classroom and whole school context 	<ul style="list-style-type: none"> Knowledge of and a commitment to Early Years Foundation Stage education.

Job skills/ abilities:	<ul style="list-style-type: none"> • Plan, prepare and deliver successful learning activities to individuals and groups • Good literacy and numeracy skills • Adapt to change and respond to pupil needs in a timely manner • Skills and expertise in understanding the needs of pupils • Good organisational skills • Ability to build effective working relationships with pupils and adults • Motivate and engage pupils in learning activities • Excellent verbal and written communication skills • Active listening skills • The ability to remain calm in stressful situations • Manage behaviour effectively • Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> • Demonstrate a commitment to sustained continuing professional development. • Support out of school/community activities.
Personal Qualities:	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality 	