

JOB DESCRIPTION

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| Job Title: | Learning Support Assistant |
| Reports To: | Class Teacher, Deputy Headteacher or Head teacher |
| <p>Main Purpose of Job:</p> <ul style="list-style-type: none"> To assist the Head teacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development. <p>Typically there will be some requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems.</p> <p>This may include pupils with a high learning ability ('gifted / talented').</p> | |
| <p>Main Responsibilities and Duties: Typically the job will include all, or most of the following elements:</p> <p>Under the guidance and direction of the teacher:</p> <ul style="list-style-type: none"> Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level. Learning support is delivered individually and in groups through a range of tasks, mainly: Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions. Focus support in areas needing improvement, both academic and social. Work with and support pupils to ensure they are able to use IT and other specialist equipment to enhance their learning. Motivate and encourage pupils to concentrate on and fulfil the tasks set. Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum Seek to ensure the promotion and reinforcement of pupils' self esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners. Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and IT skills. Contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets. | |
| <p>Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.</p> <p>Typically the job will include all, or most of the following elements:</p> <ul style="list-style-type: none"> Assist in the development, monitoring and evaluation of programmes of work. To upkeep data files, catalogue resources, maintain inventories, photocopy, and use I.T. systems for administration and educational purposes. Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress. Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils' work. Assist teachers in timetabling of lessons and curriculum as required. Assist in the preparation for educational visits, and where appropriate accompany students. Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement. | |

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

Typically the job will include most of the following elements:

- Supervise pupils using cloakrooms, toilet or shower facilities. Supervise pupils in playgrounds and when entering and leaving school.
- Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- Escort pupils to school or parental transport as necessary.
- Assist pupils eating, in a controlled environment.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations. This would not be expected in the case of inexperienced LSAs.

Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:

Where a current First Aid qualification is held, in the absence of other medical facilities:

- Maintain First Aid equipment and materials and dispense medicines in accordance with school policy.
- Undertake First Aid.
- Under the direction of Health Service professionals, undertake activities in support of occupational and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs, complete 'P' scales and to write, update & circulate IEPs.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.
- Monitor and support students engaged on work experience programmes.

SUPPORTING PROCESSES

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil.

Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.

Physical Effort and Working Conditions:

A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits. Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

There may be an occasional need to physically lift pupils, such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs.

Contacts and Relationships:

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupils' progress. Such communications can be of a delicate nature depending on a pupil's particular needs.

Knowledge, Skills and Experience:

Experience of working with children in an educational setting.

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication. Background knowledge of the Foundation and National Curriculum and School's procedures and policies.

Knowledge of pupils' individual targets and, where appropriate may require more specialised knowledge in specific curriculum areas.

A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.

Knowledge of legislation and regulations applicable to the support and care of pupils.

An education standard equating to GCSE grade C in English, Mathematics and Science would be desirable, together with a qualification relevant to supporting the learning process in schools.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Head teacher: Date: