

Central Primary School

Job Description

Graduate Learning Support Assistant (LSA)



Salary scale: H3/H4 depending on experience (Pro-rata)

Full/Part time

Permanent

Responsible to: A member of the Senior Leadership Team (SLT)

Purpose of the job

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

To contribute to the promotion and development of an integrated education that offers high quality experiences for children.

Main duties

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Assist with the planning and delivery of education plans (or other pupil-specific plans) including Education and Health Care Plans.
- Monitor and evaluate pupils' progress and maintain pupil records.
- Use specialist knowledge or experience to support pupils' learning.
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of the pupil.
- Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers.
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing and record-keeping.
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans).
- Tutor small groups of children to meet academic targets and lead on running interventions in and beyond the classroom.

LSA's may also undertake some or all of the following:

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Support the work of volunteers and teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, which could involve soiled children, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- The job may require lifting children whose mobility is restricted. Appropriate training will be provided, if necessary.

Safeguarding and equality

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.

Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.