

Job Description

Post:	Learning Support Assistant
Grade	H2
Responsible to:	Head of School
Start Date:	September 2019

PURPOSE OF JOB

To work with teachers to support children with learning needs, working with an individual child or small group of pupils under the direct instruction of teaching/senior staff. To provide learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, multiple learning difficulties, behavioural, social communication, sensory or physical disabilities. Work might occasionally take place outside the main teaching area.

PERSONAL AND PROFESSIONAL STANDARDS

- The federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the federation and have regard to the Church of England character of the foundations of the federation and its schools and not do anything in any way contrary to the interest of the foundation.
- Set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development and training.
- Attend team and staff meetings as appropriate, contributing actively whenever possible.
- Provide a courteous, prompt and polite service to all members of the federation community and of its schools, including parents, pupils, all staff, contractors and suppliers and other visitors.
- Actively contribute to the federation's mission statement by forming positive relationships within the federation and schools' community and working collaboratively and in good humour with colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the federation and its schools, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Head of School.

MAJOR RESPONSIBILITIES

To work under direct supervision/instruction to support access to learning by:

- Implementing planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Supporting the teacher in monitoring, assessing and recording pupil progress/activities

- Providing feedback to pupils in relation to attainment and progress under the direction of the teacher
- Supporting learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Supporting pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Sharing information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
- Working with pupils on therapy or care programme, designed and supervised by therapist/care

LSAs in this role may also undertake some or all of the following:

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Providing clerical/administrative support e.g. photocopying, filing
- Preparing resources and materials

Support pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Assisting with the development and implementation of Pupil Profiles/Individual Support Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Providing support for pupils' emotional and social development and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy
- Ensuring the physical welfare of pupils and assist pupils with their physical needs as appropriate

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to the appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals

- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes as required and organise play activities
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Undertaking any other reasonable duties from time to time as may be directed by the Head of School

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Signed Date