



Birchwood Avenue Primary School

Learning Support Assistant – Job Description

Job details

Salary Range: H2: £18,887 – £19,650

Contract type: Part-time – 30 hours per week; fixed-term contract (linked to pupil)

Reporting to: Assistant Head/SENDCo

Main purpose

The Learning Support Assistant (LSA) will:

- Work with class teachers to raise the learning and attainment of assigned pupil(s)
- Assist in promoting the learning and personal development of the pupil(s) whom is assigned
- Enable him/her to make best use of the educational opportunities available to them

Duties and responsibilities

Teaching and learning

- 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 special educational needs and disabilities (SEND)
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Establish supportive relationships with the pupil concerned
- Promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, mathematics, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about education health care plans (EHCPs), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies

Planning

- 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
- Read and understand lesson plans shared prior to lessons, if available
- Help make appropriate resources to support the pupil

Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › 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
- › With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupil they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

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

Health and safety

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after assigned child when they are upset or have had accidents
- › Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

Professional development

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

Personal and professional conduct

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

Midday supervisory assistant

- › Prioritise duties for assigned pupil during lunchtime at all times
- › Act as a point of contact for any behaviour or safeguarding incidents that need to be escalated
- › Report incidents to senior staff in-line with the school's policies and procedures
- › Provide first aid treatment, ensuring first aid equipment is readily available
- › Supervise pupils during the lunchtime
- › Encourage pupils to select and eat healthy balanced meals
- › Set up and run games and activities, whilst maintaining the health, safety, welfare, good conduct and safeguarding of pupils during lunchtime
- › Participate in dining arrangements, including cleaning up of spillages of food/liquid; wiping down tables; and cleaning dining areas
- › Supervise the pupils in the dining room eating lunch, encouraging good social skills and manners
- › Report incidents in-line with school policy

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2022

Next review date: October 2022

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
