



## **GREAT MISSENDEN C OF E SCHOOL**

### **Learning Support Assistant**



**Accountable to:** Inclusion Leader

**Purpose of Job:** To accelerate the progress of a child/group of children through intervention either inside or outside of the classroom. To work within a team to ensure high quality education enabling all children to achieve their highest standards.

#### **Duties and Responsibilities:**

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

#### **SHAPING THE FUTURE**

**All Learning Support Assistants will work with the Headteacher, Senior Leadership Team and the Local Governing Board to deliver the vision for Great Missenden C of E School and implement its aims, objectives, vision and values.**

- Work with the Headteacher, SLT and Local Governing Board to contribute to the future direction of the school and support to plan for its future needs and further development within the local, national and international context.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
- Assist in implementing school policies
- Support to ensure the whole school community is committed to its vision and values, motivated to achieve them and engaged in meeting all objectives and targets that secure the educational success of the school

#### **TEACHING AND LEARNING**

**Continue to build the school's aspirational culture based on high expectations and outstanding teaching and learning that enables staff and pupils to flourish, achieve and excel:**

- Follow the school policies and procedures
- Use encouragement and praise with children to promote development and positive behaviour. Use the behaviour policy consistently with all pupils

- Work under the supervision of class teacher and provide assistance as required in the classrooms.
- Work with pupils in all areas of the curriculum as reasonably required by class teachers. Particular emphasis may sometimes be placed on working with those children who need additional support in the classroom
- Under guidance from teachers take responsibility for preparation and organisation of resources
- Work with individual and small groups of pupils who may have learning difficulties throughout the school, who may need additional support in a particular lesson or who may need extra challenge or support
- Record observations and assist with individual assessment as required
- Provide occasional class cover, as required, when other staff (SLT or Cover teachers) are not available to provide cover
- Prepare resources and take responsibility for any intervention across the school as required
- Undertaking a playground duty/assist with first aid
- Participating in arrangements for further training and professional development
- Cover break duties as required.
- Supervising groups of pupils on educational visits or residentials
- Report any areas of concern regarding individual children in a class. All LSAs should be aware of the school's arrangements regarding safeguarding
- Be a team member with the whole staff of the school – identify opportunities to work with and support other members of staff

It is understood that the above duties and responsibilities may change from time to time to suit changing circumstances.

## **DEVELOPING A LEARNING COMMUNITY**

**Through effective and inspiring leadership and management, each class teacher will support the Headteacher and SLT to build a dynamic learning community that enables and empowers others to achieve and excel:**

- Lead by example, modelling professional conduct and demonstrating high personal standards of credibility, expertise and commitment
- Support the implementation of highly effective communication systems that keep all members of the school community well informed appropriate to their roles and responsibilities
- Ensure highly constructive working relationships are formed and maintained between staff and pupils through excellent pastoral care
- Develop highly constructive professional relationships with and between staff, governors, and any other colleagues working with the school
- Create and maintain effective partnerships with parents and carers, the school and local community to broaden opportunities for pupils and enable them to achieve and excel

- Work in accordance with policies adopted by the Local Governing Board and other statutory policies

#### Other Duties

- Contribute to a positive ethos for learning
- Promote the values and achievements of the school to the community
- Advise on resources needs
- Assist in the preparation and implementation of the School Development Plan
- To attend meetings, in accordance with school policy
- Support after school events such as PTA events and parent meetings.
- Undertake such reasonable activities that the Headteacher and Governors may, from time to time require

The Post holder will contribute to the school's objectives in service delivery by:

- Supporting the school towards its journey in school improvement by adhering closely to policies and procedures and being a good role model of the schools vision and values.
- Adhering to the school's safeguarding procedures and attend relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Trustees. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Great Missenden C of E School and The Great Learners Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.

Signed (Headteacher): *Mr J Magee*

Date: March 2022

Signed (LSA) .....

Date: March 2022