

## Job Description

Holy Trinity Eight Ash Green Church of England Primary School is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE team who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Learning Support Assistant
Scale	3.5 – 3.6
Type	Fixed (Maternity Cover)
Hours per week	32.5 hours (Monday-Friday: 8.30am-3.30pm)
Weeks per year	38 weeks (term time only)
Reports to	Executive Head, Head of School, Teaching staff
Role Purpose	
	To work in partnership with teaching colleagues and pupils to support learning in line with the national curriculum and schools' policies and procedures
Principal Accountabilities	
	<ul style="list-style-type: none"> <li>• To work with pupils with individuals or small groups of children under the direction of teaching staff.</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> </ul>
Duties	
	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> <li>• Monitor and record pupil activities as appropriate writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher(s)</li> <li>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources</li> <li>• Assist with the development and implementation of IEP/EHCPs</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits.</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Head or Head of School to carry out appropriate duties within the context of the job, skills and grade.**

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Head or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

**I acknowledge that I have seen and received a copy of the job description:**

Signed: \_\_\_\_\_ (LSA)      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_ (please print)

## Person Specification

### Knowledge, skill and experience requirements

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
<b>Education and Experience</b>		
Meet LSA standards or equivalent qualification or experience	E	A, I
Hold relevant qualifications	E	A
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	E	T
Training in relevant learning strategies e.g. literacy	E	A, I, R
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty	D	A
<b>Key Skills and Abilities</b>		
Effective oral and written communication skills	E	A, I, R, T
Excellent interpersonal skills both in working relationship with young pupils and informing effective professional relationships with a wide range of contacts	E	I, R
Good organisational and time management skills	E	I, R
Sound IT skills to support learning and maintain electronic information systems	E	A, R
Input data into spreadsheets and computer programs (SIMS & pupil tracking systems) and be able to analyse these results to track progress.	D	A, R
Able to form and maintain appropriate professional relationships and boundaries.	E	I, R
Ability and willingness to work constructively as part of a team.	E	I
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy	E	I, T
Ability to organise the classroom activities e.g. preparing and setting out resources	E	I, T
Ability to deal with sensitive information in a confidential manner.	E	I, R
Ability to provide a good role model to young pupils	E	I
Ability to work in partnership with parents and teachers	E	I
Ability to use own initiative and work flexibly.	E	I, T
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I
Ability to adapt lessons for pupils with SEN	E	A, I, T
Ability to create resources for SEN pupils to supplement lessons	E	I, T
Empathy with young people facing barriers to their learning	E	I, T
A commitment to helping young pupils achieve, through education and learning	E	I
<b>Attributes</b>		
An excellent record of punctuality and attendance	E	I, R
Ability to work as part of a team	E	I, R
Willingness to undertake continuing professional development	E	A, I
An understanding of Safeguarding legislation and its operation in a school environment	E	I