

Learning Support Assistant Job Description

Post Title:	Learning Support Assistant (Level 3)
Purpose:	<ul style="list-style-type: none"> To work under the guidance of the class teacher to support teaching and learning in the classroom To provide general support to the class teacher in the management and organisation of the pupils and the classroom To run small group interventions to close gaps or to meet specific SEND/SEMH needs To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop To be responsible for promoting and safeguarding the welfare of children and young people within the school
Reporting to:	<p>Phase Assistant Head and/or SENCO</p> <p>Class teacher on daily basis for teaching and learning, planning and assessment</p>

MAIN (CORE) DUTIES	
Pupil Support	<ul style="list-style-type: none"> Support and encourage pupils with all learning in the classroom and school. Deliver specific interventions as assigned by AHT, SENCO and/or class teacher. Provide feedback to pupils in relation to progress and achievement. Establish and develop productive working relationships with pupils acting as a role model in both academic and personal behaviour. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour Work to motivate and encourage pupils to develop and achieve to their full potential. Provide verbal and written feedback to pupils in line with school policy. Work with the SENCO and teachers to develop and implement Positive Support Plans and SEN Profiles in and around school. Understand the individual needs of children and be responsible for advising them on social health and hygiene Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact, work and play co-operatively with others and engage in all activities. Work with small groups of children and to take responsibility for their learning Support a child/children with disabilities or special educational needs Work 1:1 with pupils to deliver a personalised program in relation to academic needs or behavioural needs.
Lunchtime Support	<ul style="list-style-type: none"> Support with and model to pupils effective play during lunch and break times and teach them associated communication to engage and maintain play. Maintain good discipline in social interactions. Support pupils to play games and interact effectively.

	<ul style="list-style-type: none"> • Be responsible for ensuring the safety, welfare and good conduct of pupils during play times. • Maintain order and the safe transfer of pupils to and from the canteen and classrooms • Positively encourage good behaviour, table manners and hygiene. • Actively supervise and ensure the smooth running of canteen procedures, including supporting children to collect their tray, cutlery and meal; empty cups and plates; stack plates, cutlery, cups and bowls in the designated collection area • Set up lunch tables; clear food and water spillages; clean tables; sweep the floor; return cups, cutlery, plates and bowls to the kitchen • Assist younger pupils in accessing their meal where necessary • Administer first aid, recording incidents in line with the first aid policy.
Teacher Support	<ul style="list-style-type: none"> • Within an agreed system of supervision, to work with the teacher to raise the learning and attainment of assigned pupils and promote their learning and behaviour. • Assess, feedback and record the achievements and progress of pupils through agreed monitoring systems • Establish and maintain constructive relationships with parents/carers by: <ul style="list-style-type: none"> ○ supporting their role in pupils' learning ○ providing constructive feedback on pupils' progress and achievements ○ facilitating their support for their child's attendance ○ supporting home to school/community links • Develop behaviour management strategies and be proactive in managing behaviour and promote self-control, independence and conflict resolution. • Support pupil transitions and attend parents' evenings as appropriate • Accompany teachers and classes on educational visits • Work with the class teacher to complete administration tasks and prepare displays
Family/Relevant Professionals	<ul style="list-style-type: none"> • Establish and maintain constructive relationships with parents and carers • Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision • Communicate effectively with other staff members, pupils, and parents and carers • Keep other professionals accurately informed about performance, progress and any areas of concern • Understand their role 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
Curriculum Support	<ul style="list-style-type: none"> • Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary • Be responsible for management of stock levels and for maintenance / quality /safety of specialist equipment • Use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds • Assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities

	<ul style="list-style-type: none"> Undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
Academy Support	<ul style="list-style-type: none"> Aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person Contribute to overall ethos/work/aims of the school Attend and participate in regular meetings, and in training and other activities as required Assist in the general care of the school environment Assist with children at the beginning and end of the day and in the playground as required Support the appraisal system for support staff Within an agreed system of supervision, to facilitate learning during short periods of teacher absence. Mentor new and/or inexperienced LSAs to learn new skills, knowledge and/or pedagogical approaches, where applicable. Run a club for one long term.
Engaging in Professional Development	<ul style="list-style-type: none"> Promote and maintain a culture of high expectations for self and others Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other leaders To continue personal professional development.

Health and Safety	In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the Health & Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health & Safety provisions.
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Other specific duties

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Perform additional duties and tasks required for the effective operation of the school including lunch duties, break duties, parent meetings and other duties.
- Undertake other responsibilities as directed by line manager and/or Head Teacher
- To promote actively the Academy's policies.
- To continue personal professional development.
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.

Name:

Sign:

Date: