



Job description

Roxwell Primary School is part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join our school and Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Learning Support Assistant
Scale	3.4 – 3.5
Hours per week	17 hours 50 mins
Weeks per year	38
Reports to	Head of School, Executive Headteacher, Hub Operational Manager & SENDCO
Job Purpose	
	To work in partnership with SENDCO, Learning Support, teaching staff and pupils to support learning in line with the national curriculum, the SEN Code of Practice, school policies and procedures. Acting as part of a team, to take care and control of all the pupils on the school premises.
Duties	
	<ul style="list-style-type: none"> • Promote the inclusion of pupils with SEND, EAL and disadvantaged pupils within the classroom and school setting • Establish positive working relationships with identified pupils, acting as a role model and setting high expectations for pupil progress • To work with specified pupils on a one-to-one basis and small group both within the class and outside of the classroom under direction of SENDCO or teaching staff • Implement planned learning activities and interventions as agreed with the SENDCO, differentiating activities according to pupils needs as appropriate • Promote positive pupil behaviour in line with school policies • Support pupils consistently and positively whilst recognising and responding to their individual needs and skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • To liaise with teaching staff to provide feedback on pupil progress and behaviour. • Monitor and record pupil progress and activities as appropriate, the postholder to write records and reports when required. To complete all paperwork promptly as requested by the SENDCO To support learning by arranging / providing / adapting resources for lessons / activities under the direction of the SENDCO • To supervise and support pupils for specified periods including breakfast club, break and lunch time • Promote independent learning and working and employ strategies to recognise and reward achievement of self-reliance • To assist on educational visits • To invigilate exams for pupils with additional needs

	<ul style="list-style-type: none"> • To attend to pupil's personal needs under direction of SENDCO • Attend relevant school meetings as required <p>To attend appropriate training courses in order to enhance professional development and take responsibility for own development.</p>
General	<ul style="list-style-type: none"> • To comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • To understand and apply school policies in relation to health, safety and welfare. • To be conscience of the confidentiality of work undertaken • To comply with individual, responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Committee is committed to safeguarding and promoting the welfareof pupil and young people and expects all staff and volunteers to share thiscommitment • To support the ethos of the Academy
	<p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Job description is current at the date shown, but in consultation with you, may be changed by the 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: ___ / ___ / ___

Person Specification

Knowledge, skill and experience requirements

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to NVQ Level 2 Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Understanding of school policy
	Literacy	NVQ Level 2 in English or equivalent
	Numeracy	NVQ Level 2 in Numeracy or equivalent
	Technology	Ability to use administrative IT packages
Communication	Written	Ability to write reports
	Verbal	Ability to use clear language to communicate information unambiguously
	Languages	Use initiative to overcome communication barriers with pupils and adults
	Negotiating	Ability to give clear instructions
Working with children	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils
	SEND	Ability to support pupils with SEND and EAL with their learning
	Curriculum	Good understanding of the school curriculum in support of learning materials
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and within the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role