


Job Description for LSA

	Job Title	Learning Support Assistant (33.5 hours per week)
	School	Manor School
	Grade	Scale 1 GLPC
	Reports to	<i>Day to day Line Manager: Class teacher</i> <i>Overall responsibility: Head Teacher</i>

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- 1.2 To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- 1.3 To contribute to the overall ethos, work and aims of the school.

2. Principal Accountabilities And Responsibilities:

- 2.1 Supervise and provide support and assistance to individuals and groups of pupils ensuring their safety and effective access to learning and social activities.
- 2.2 Support learning activities and teaching programmes to take account of pupil needs and responses (including therapy advice).
- 2.3 Use the identified strategies and approaches to support and assist pupils to achieve learning targets (PIPs etc.)
- 2.4 Establish positive, constructive relationships with pupils and interact with them according to their individual needs.
- 2.5 Follow planned learning activities.
- 2.6 Support with the recording of pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- 2.7 Provide feedback to the teacher on pupil progress, achievements, and areas for development, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- 2.8 Assist in maintaining an orderly and supportive environment for pupils and teachers, and assist with the display of pupils' work
- 2.9 Assist with the preparation of resources, including the use of technology, for use in relevant learning activities and teaching programmes, and assist in the development of pupils' Resilience, independence , skills and expression.
- 2.10 Follow RPT Marking and Feedback Policy.

- 2.11 Support pupils with all personal care and hygiene needs
- 2.12 Provide a range administrative support to teaching staff, including resource preparation, photocopying, filing etc.
- 2.13 Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and support pupils to develop and understanding of their behaviour and its impact and develop personal responsibility for their behaviour. Ensure Behaviour Plans, where needed, are followed.
- 2.14 Promote the inclusion and acceptance of all pupils, and encourage their self-esteem and independence.
- 2.15 Actively assist with supervision of pupils out of lesson times, including before and after school at routes, and at playtimes/lunchtimes (including supporting pupils in accessing play/games/equipment on the playground).
- 2.16 Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher/trip leader.
- 2.17 Positively participate in training and development activities and programmes, and attend and participate in meetings, as required; apply this training and knowledge in everyday work.
- 2.18 Support constructive relationships with parents/carers, and appreciate and support other professionals.
- 2.19 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and
 - data protection.
- 2.20 Ensure all pupils have equal access to opportunities to learn and develop.
- 2.21 Undertake these duties within agreed school objectives, policies and procedures and promote RPT's Equal Opportunities Policy.
- 2.22 Adhere to our Staff Handbook and staff Code of Conduct at all times to support a positive, friendly working environment for all
- 2.23 Other appropriate duties as required and directed.

At RPT schools, every child is part of RPT's safe, respectful and vibrant community, in which they are effectively supported to learn, develop and build positive relationships with others. All staff must demonstrate commitment to safeguarding and will participate in an Induction process as well as undertake necessary safeguarding training.
