



Learning Support Assistant

Job Summary

HOURS:	18.75 Hrs. p/w. Term time + Development days
PAY SCALE:	NJC Scale Point 5 - Salary £10749 pa (actual)
ACCOUNTABLE TO:	Executive Headteacher
MAIN PURPOSE OF JOB:	To work under the instruction / guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. Proactive in developing your skills and knowledge through continuous professional development.

SECTION A - Support for Pupils:

3. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
4. Use specialist (curricular / learning) skills / training / experience to support pupils.
5. Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes.
6. Establish constructive relationships with pupils and interact with them according to individual needs.
7. Promote the inclusion and acceptance of all pupils.
8. Encourage pupils to interact with others and engage in activities led by the teacher.
9. Set challenging and demanding expectations and promote self-esteem and independence.
10. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SECTION B - Support for Teachers:

11. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
12. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
13. Assist with the planning of learning activities.

14. Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.
15. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
16. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
17. Establish constructive relationships with parents / carers.
18. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
19. Provide clerical / admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SECTION C - Support for the Curriculum:

20. Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
21. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2, early years recording achievement and progress and feeding back to the teacher.
22. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
23. Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use.

SECTION D - Support for the School Community:

24. Support and contribute to the Catholic ethos and aims of the school.
25. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and recording on/or schools monitoring system (CPOMS).
26. Be aware of and support differences and ensure pupils have equal access to opportunities to learn and develop.
27. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
28. Attend and participate in relevant meetings as required.
29. Appreciate and support the role of other professionals.
30. Participate in training and other learning activities as required, to develop career and personal development.
31. Recognise own strengths and areas of expertise and use these to advise and support others.

32. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

33. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Generic quality statement: St. Saviour's Catholic Primary School expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - St Saviour's is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices. The post holder must be aware of child protection issues and the need for confidentiality.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety – St. Saviour's Catholic Primary School has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable. All concerns must be reported to the Headteacher.

Data Protection and IT Security – All employees are required to ensure that any information or data collected or input into the school system complies with GDPR standards and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder, it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post.

**PERSON SPECIFICATION
POST: LSA**

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Recent experience of working with children across the primary age range 	<ul style="list-style-type: none"> Recent participation in relevant professional development First Aid Training
Professional Knowledge	<ul style="list-style-type: none"> A good knowledge and understanding of the National Curriculum Can use a wide range of equipment and technology effectively. 	<ul style="list-style-type: none"> Knowledge of policies and practices of schools. Excellent understanding of pupils' development Thorough knowledge of safety procedures and ways of maintaining and developing a safe, suitable learning environment. Understand the distinctive nature of a Catholic School
Skills and abilities	<ul style="list-style-type: none"> Ability to foster good relationships with pupils – acting as a role model. Ability to work effectively as part of a team. Excellent communication skills, both verbal and written to a variety of audiences e.g. pupils, staff, parents, visitors. Promote a positive working environment Good personal organisational skills 	<ul style="list-style-type: none"> Able to meet the needs of all pupils across the ability and age range. Excellent practitioner with high expectations for attainment and behaviour.
Other	<ul style="list-style-type: none"> Support the Catholic Ethos of the school Enthusiastic and motivated High levels of initiative Organised and resourceful Flexible, approachable with a sense of humour Committed to safeguarding and promoting the welfare of children. Committed to maintaining confidentiality Willingness to be flexible with working hours and to respond to the school's needs 	

Signed:.....

Name:.....

Date:.....