



JOB DESCRIPTION AND PERSON SPECIFICATION

Learning Support Assistant (LSA)

Riders Federation

PURPOSE OF THE POST

To give support to pupils, individually or in groups so they can access curriculum, take part in learning and experience a sense of achievement. To work with the class teacher to raise the learning and attainment of pupils.

Principal Accountabilities:

1. Maintain and promote understanding of the school rules and values, safeguarding, health and safety and equality.
2. Make a positive contribution to the strategic aims, values and ethos of the Federation of Riders Infant and Junior Schools.

Expectations

To implement lesson plans, deal with pupil behaviour and make judgements about pupil progress / pupil needs without reference to the teacher.

Whilst working under the general direction of the teacher, able to work unsupervised and without the close presence of the teacher.

With training, will carry out a specific specialist responsibility (e.g. speech therapy) and support other staff in the school when help is needed in this area.

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND);
- Working with an individual or groups of pupils, assist in ensuring pupils are kept on task and complete activities set by teachers;
- Deal with, and support, behavioural and special needs challenges that arise in conjunction with the teacher and pupil;
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning;
- Support pupil in small groups, or one-to-one, for defined activities such as reading, maths etc.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures to maintain the behaviour management standards of pupils, some of whom can be challenging;



JOB DESCRIPTION AND PERSON SPECIFICATION

Learning Support Assistant (LSA)

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- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment;
- Observe pupil performance and feedback observations to the class teacher. In conjunction with the teacher, liaise with parents on pupil progress;
- Maintain an awareness of school, national and statutory policies and requirements. The ability and skills necessary to apply these in the workplace in order to support and motivate the pupil.

Planning and Managing Resources

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role;
- Read, understand and support the implementation of lesson plans;
- Plan how they will support the inclusion of pupils in the learning activities;

Communication

- Communicate effectively via different methods, including verbally and written, with staff at all levels, pupils, parents and carers, visitors, stakeholders and practitioners to support the pupil;
- Provide feedback to the pupil without reference to the teacher;

Teamwork

- Maintain a high standard of professionalism that enables effective working with colleagues to deliver school improvement;
- Support other staff members when appropriate.
- Develop effective professional relationships with colleagues.
- Support on class trips

Pastoral Care

- Create a positive culture where staff and pupils feel safe and are valued, where all pupils' needs are supported and where all stakeholders work together effectively for the benefit of the pupils;
- Take responsibility to ensure pupils are aware of and adhere to the expected behaviour and conduct within both the classroom and around the school, in accordance with the school's behaviour policy and in line with best practice;



JOB DESCRIPTION AND PERSON SPECIFICATION

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- Be committed to safeguarding all children and staff at the school, in accordance with child protection and safeguarding policies;
- Ensure all practices relating to safeguarding and child protection are effective.
- Ability to deal with minor First Aid incidents and pupil sickness;
- Utilises the various different support systems in order to effectively deal with high levels of stress that are generated by various aspects of the role when dealing with individual pupils with complex and demanding learning needs.

Other duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive.

Data Protection

You will be responsible for ensuring that workplace responsibilities within the School are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health & Safety

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Equality and Inclusion

The Federation of Riders Infant and Junior Schools believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The School has a number of policies to support this commitment that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

Sustainability and Environment

The Federation of Riders Infant and Junior Schools is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The



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Learning Support Assistant (LSA)

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Schools are continuously seeking to find ways to improve their environmental performance and staff are required to support these aims.

Right to Work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment:

The Federation of Riders Infant and Junior Schools and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Person Specification

No.	Categories	Essential or Desirable	App Form	Interview or Task
Qualifications				
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	✓	
2.	Holds, or is in the process of gaining, relevant NVQ level 2 qualification or above	E	✓	
3.	First aid training, or willingness to complete it	D	✓	
Experience and Knowledge				
4.	Minimum 3 years' experience of working in a school environment or other educational setting	D	✓	
5.	Minimum 3 years' experience working with children / young people	E	✓	
6.	Experience planning and delivering learning activities	D	✓	✓
7.	Experience of supporting SEN/D pupils or pupils with behavioural issues;	D	✓	✓
8.	Awareness school, national and statutory policies and requirements	D	✓	✓



JOB DESCRIPTION AND PERSON SPECIFICATION
Learning Support Assistant (LSA)
 Riders Federation

9.	Experience of working with pupils with Individual Education Plans and the proven ability to implement these plans effectively.	D	✓	✓
Skills and Abilities				
10.	Good literacy and numeracy skills	E	✓	✓
11.	Good organisational skills	E	✓	✓
12.	Ability to build effective working relationships with pupils and adults	E	✓	✓
13.	Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils	E	✓	✓
14.	Excellent verbal communication skills	E	✓	✓
15.	Active listening skills	E	✓	✓
16.	Work as an effective team member and apply directions/instructions;	E	✓	✓
17.	The ability to stay calm in stressful situations	E	✓	✓
18.	Ability to relate well to children and young people;	E	✓	✓
19.	Understanding of roles and responsibilities within the classroom and whole school context	D	✓	✓
20.	Knowledge of how to help adapt and deliver support to meet the pupils individual needs	E	✓	✓
21.	Commitment to safeguarding pupil's wellbeing and equality	E	✓	✓
22.	Understands the importance of data protection in schools and handles all school data in lines with the Data Protection Policy for the school	E	✓	✓

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: Sep 2023

Next review date: Sep 2024

Postholder's signature:

Date:
