



## Job Description

<b>Title of Post:</b>	Learning Support Assistant
<b>Grade:</b>	C
<b>Responsible to:</b>	Class Teacher and SENDCo
<b>Purpose of Job:</b>	To provide support for pupils with special educational needs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Criteria	Qualities
<b>Professional Duties</b>	<ul style="list-style-type: none"><li>• To provide learning support for pupils in class or in 1:1 situations.</li><li>• Run specific programmes and activities to assist the pupils' individual learning and social needs.</li><li>• Be responsible for implementing the targets on the pupils' Individual Education Plan (IEP) in liaison with the class teacher and the SENDCo.</li><li>• To develop knowledge of the particular needs of the children and seek advice from the SENDCo, class teacher and outside agencies as required.</li><li>• To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.</li><li>• To organise and maintain an inclusive learning environment across the whole school environment.</li><li>• Provide positive reinforcements, praise and rewards to pupils.</li><li>• Facilitate inclusion in small group activities with peers and support interaction between them.</li><li>• To foster links between home and school.</li><li>• To provide support at lunchtimes in the dinner hall and outside</li></ul>
<b>Other Activities</b>	<ul style="list-style-type: none"><li>• Promote the general progress and wellbeing of pupils</li><li>• Provide guidance and advice to pupils on educational and social matters</li></ul>
<b>Assessments and Reporting</b>	<ul style="list-style-type: none"><li>• Provide or contribute to oral and written assessments, reports and references to individual pupils or groups of pupils</li><li>• Maintain adequate records as required by the class teacher about the children in your care, e.g. assessment records</li></ul>
<b>Performance Management</b>	<ul style="list-style-type: none"><li>• Participate in arrangements for your further training and professional development.</li></ul>
<b>Behaviour</b>	<ul style="list-style-type: none"><li>• Maintain good order and discipline among the pupils and safeguarding their health, safety and welfare both when they are on the school premises and when they are engaged in authorised activities elsewhere.</li><li>• Sharing corporate responsibility for the wellbeing and behaviour of all pupils.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• Comply with policies and procedures covering child protection, health and safety, and security</li><li>• Contribute to safeguarding and welfare of children in the school</li></ul>

## Person specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Have relevant qualifications and/or experience</li> <li>• GCSEs for maths and English of a Grade C or above</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Recent and successful experience within EYFS &amp; KS1</li> <li>• Experience in providing support to individual pupils and groups</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of first aid</li> <li>• Knowledge of general aspects of child development</li> <li>• Understanding of child protection policies and procedures</li> <li>• To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc</li> <li>• Working knowledge of ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Relate well to children</li> <li>• Positive and resilient with drive, loyalty, integrity, flexibility and a good sense of humour</li> <li>• Able to work both independently and as part of a team</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively to deadlines</li> <li>• Ability to plan, organise and evaluate</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Excellent verbal, written and presentation skills</li> <li>• Approachable, caring and relates well to children, listening to their opinions</li> <li>• Deals sensitively with people and resolves conflicts</li> <li>• Prepared to ask for advice and support where appropriate</li> </ul>