



Hurst Drive Primary School

Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk



Hurst Drive Primary School – Learning Support Assistant (LSA) – Job Description

1. Introduction

Hurst Drive Primary School is a two-form entry school situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. Placed in extensive grounds, including a very large field, pond and woodland area, the school serves a diverse local community with children who are kind, polite and a pleasure to teach.

Vision Statement

At Hurst Drive Primary School, our vision is 'Success for all'.

On our journey to achieving success for all, Hurst Drive Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment, where the curriculum extends beyond the classroom, and all learning opportunities prepare children for the ever-changing world.

2. Title and Grade of Post

Post Title: Learning Support Assistant (LSA)

Pay Scale: H2

3. Purpose of the Job

To provide academic and pastoral support for a pupil with an Education, Health and Care Plan (EHCP) by liaising with the class teacher and Inclusion Leader to help facilitate the pupil's learning so they may achieve success in line with the school vision, ethos and aims.

4. Employment Duties

This is a support staff post within the school's staffing structure which involves working closely with the Inclusion team. The post is otherwise subject to the National Agreement on Pay and Conditions of Service





Hurst Drive Primary School

Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk



(the 'Green Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

5. Relationships

The post holder is responsible to the Inclusion Leader for duties relating to the attainment and pastoral support for children, particularly those assigned to work with the post holder.

The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to promote mutual understanding of the school's safeguarding procedures, the school's approach to behaviour management and the school's curriculum.

6. Particular Responsibilities

The post holder will be required to work flexibly as part of the teaching support staff with guidance and training from or organised by the Inclusion Leader in the following areas:





Hurst Drive Primary School

Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk



i. Support for Pupils

- To provide learning and pastoral support for the pupil in class or in withdrawal situations (e.g. one-to-one intervention work, small group intervention work etc.);
- To develop knowledge of the particular needs of the child and seek advice from the Inclusion Leader, class teacher and outside agencies as required;
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required (e.g. worksheets, games, visual prompt cards etc.);
- To support the pupil in the playground, being mindful of their health and safety in relation to their Special Educational Needs (SEN) and encouraging safe interactive play;
- To follow the School Behaviour Policy, providing positive reinforcements, praise and rewards, as well as reasonable consequences in response to poor choices, considering the child's SEN; and,
- To attend in-service training and relevant meetings relevant to the post to keep up to date with developments in working with children with SEN.

ii. Support for Staff

- To attend meetings with the Inclusion Leader and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills;
- To provide regular feedback to the class teacher, Inclusion Leader and relevant outside agencies about the pupil's difficulties and progress; and,
- To support with administrative tasks, as needed.

iii. Support for Whole School

- To liaise regularly with a pupil's parent/carer to report on their academic and personal development;
- To participate in relevant professional development as deemed appropriate for the needs of individual pupils and the school as a whole;
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs;
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school;





Hurst Drive Primary School

Headteacher: Mr D Short

Tel: 01992 624099

Fax: 01992 622790

Web: www.hurstdrive.herts.sch.uk

Email: admin@hurstdrive.herts.sch.uk



- To carry out duties as directed by the Inclusion Leader or Head Teacher; and,
- To contribute, where appropriate, to extra-curricular activities to provide further opportunities for pupils' personal development, behaviour and welfare.

iv. Safeguarding

- To adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Behaviour Policy.

I _____ have read, understood and accept the particular responsibilities and duties assigned to a Learning Support Assistant (LSA) at Hurst Drive Primary School.

Signed: _____

Date: _____

