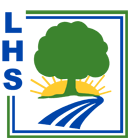
[](http://www.lheath.net/)**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Section: **Teaching Support** | Reports to: **Key Stage Leader** |
| Job Title: **Lead Learning Support Assistant** | Grade/Salary Range: **7** |
| Working Pattern: **36 hours** **per week** | Weeks per annum: **43 weeks per year** |

|  |
| --- |
| **PURPOSE OF JOB** |
| * To act as Cover Supervisor, covering/supervising whole classes during the short-term absence of teachers. * To work with withdrawal and small groups to provide support and intervention. * To lead a team of TAs as required. * To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. * To complement teachers’ delivery of the national curriculum and contribute to the development of other support staff, pupils and policies and strategies. * To provide support for pupils, the teacher and the in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes. * To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of life. |

|  |
| --- |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Personnel Management**   * To be responsible for personal matters relating to learning support assistants including absence management, disciplinary and capability issues. * To provide leadership and guidance for learning support staff, including direct line management responsibility where appropriate. * To participate in the recruitment, professional development appraisal and training of learning support staff with other lead LSAs under the guidance of the Key Stage Manager.   **Teaching and Learning**  **Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.**   * Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour to teachers and pupils. * Organising LSA cover * Drawing up, monitoring and amending duty rotas (first aid, before school duties, lunch duties, wet lunch arrangements, etc.) * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom. * Use behaviour management strategies, in line with the school’s policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others. * Organise and safely manage the appropriate learning environment and resources. * Support the role of parents/carers in pupils’ learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.   **Personal Care**   * Support pupils in carrying out behaviour programmes and working towards individual targets. * Attend to the pupils’ personal needs and implement related personal programmes including social, health, medical, physical, hygiene, basic first aid and welfare matters. * Provide everyday medical support e.g. taking temperatures, administering medication (including nebulizing) in line with parents’/carers’/doctor’s instructions, supervising pupils in the medical room in line with the organizational arrangements in force at the time, accompanying pupils to hospital in the first instance (until a parent/carer arrives, within working hours), administering first aid (if qualified). * Be responsible for all aspects of feeding, toileting, changing & student hygiene, (including gastrostomy & suction) and administering medication. * Supervising pupils at break/lunchtime/after-school according to any rota in operation and in line with working hours. * Dealing with lost property * Checking a pupil’s readiness to travel independently * Communication with pupils’ homes with necessary   **Monitoring and Assessment**   * With teachers, evaluate pupils’ progress through a range of assessment activities. * Assess pupils’ responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs. * Monitor pupils’ participation and progress and provide constructive feedback to pupils in relation to their progress and achievement. * Assist in maintaining and analysing records of pupils’ progress. * Support the teaching staff with reporting pupils’ progress and achievements at parent/carers’ meetings which are usually held outside school hours.   **Mentoring, Supervision and Development**   * Lead and manage other teaching assistants and undertake induction, appraisal, training and mentoring for other teaching assistants. * Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training. * Offer mentoring support and guidance for older pupils undertaking work experience activities. * Support and guide other less experienced teaching assistants’ work in the classroom when required and lead training for other teaching assistants. * Contribute to the overall ethos, work, and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.   **Behavioural and Pastoral**   * Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable. * Understand and implement child protection procedures and comply with legal responsibilities. * Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys. * Provide support and assistance for children’s pastoral needs, for example, dressing, caring for sick, injured or distressed children. * Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed. * Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to and community links. * Supervise pupils in the playground and plan and organise play time activities. * Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children’s education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists. |

|  |
| --- |
| **MAIN DUTIES AND RESPONSIBILITIES - OTHER** |
| * To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour. * To promote the safeguarding of children. * To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner. * Contribute to the overall aims and targets of the, appreciate and support the roles of other members of the learning support and teaching team. * Attend INSET, appropriate training and relevant meetings as required and participate in the school’s performance management process. * Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Local Council in health and safety matters. |

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Head teacher, without changing their general character or the level of responsibility entailed.***

|  |  |
| --- | --- |
| **Signature Line Manager:** | **Date:** |
| **Signature Job Holder:** | **Date:** |