



GATEWAY SCHOOL
GREAT MISSENDEN

Job Description

Job Title:	Learning Support Assistant
Reports to:	SENCO & Headteacher
Hours of work:	Ideally 8.30 to 1.30 Monday to Friday (term time only)
Job Purpose:	To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to ensure access to learning for pupils and to provide general support to the teacher in the management of pupils and the classroom.

Role of Learning Support Assistants

Learning Support Assistants at Gateway School are employed to support pupils. LSAs will carry out the following tasks:

- Supporting children in lessons, individually or in groups under the direction of the class or subject teacher
- Monitoring children's educational, social and pastoral needs
- Providing one to one follow up work directed from a class teacher/SENCO or outside agency for example an occupational or speech therapist
- Providing daily feedback to the teacher as to whether objectives are being met in lessons where they are supporting, so as to enable a clear picture of pupils' achievements or learning needs.

LSAs may be used in the classroom to carry out any or all of the tasks below:

- Help pupils to recognise errors, check and self-correct their work.
- Help children to catch up on work which they may have missed.
- Scribe where children have difficulty writing.
- Monitor use of personal planners/ reading record books
- Encourage pupil attention and when necessary, address behaviour issues which may distract others. This will allow the teacher to focus on the whole class teaching.
- Encourage the use of dictionaries and personal spelling books.
- Break down and/or repeat instructions for those with short term working memories. Provide alternative explanations (auditory or visual)
- Boost confidence and morale by positive encouragement and praise.
- Listen to children read
- Help children practise their spellings

Other activities

- Support on school trips
- Cover - LSAs may be taken from scheduled lessons to cover elsewhere in the school, including EYFS. Obviously, unscheduled illness will mean that late decisions have to be made regarding cover.
- support school performances/rehearsals
- LSAs attend weekly junior or senior break time staff meetings.
- LSAs attend a weekly meeting with the SENCO to feed back on the children who they support.
- LSAs are allocated either outside break /lunch/ duties or inside lunch duties according to hours worked, availability of staff and constraints of the timetable.
- LSAs will carry out before or after school duties
- LSAs may be required to carry out additional duties commensurate with the role and at the discretion of the Headteacher or SENCO

Requirements for the Role of LSA

- Relevant experience and qualifications, or a desire to undertake training
- Enjoyment of working with children
- The ability to work well in a team
- Effective communication skills with a range of people, including pupils, other staff, parents and the wider public
- A relevant First Aid qualification or a desire to undertake training
- Willingness to undertake wrap around care duties at the school
- Good organisational skills
- Flexibility and a positive can do attitude
- Energy and a sense of humour

Desirable characteristics

- An interest or expertise in a particular curriculum area
- The ability to run a club for pupils in an area of interest to you