



School/College:	Maplewell Hall School
Job Title:	Learning Support Assistant (LSA)
Grade:	5
Key Relationships/ Liaison with:	Teachers, Other classroom support staff
Job Purpose:	A LSA will work under the supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils. To attend to the personal and social needs of pupils in order to support their learning and development.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2
MAIN DUTIES AND RESPONSIBILITIES:	
1.	To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2.	To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3.	To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4.	To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5.	To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6.	To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
7.	To prepare and utilise ICT resources to support pupils learning.
8.	To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
9.	To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
10.	To invigilate internal and external tests and examinations under formal conditions.

11.	To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
12.	Record and assess pupils' achievements and give oral and written feedback on attainment and progress as required.
13.	Support individuals and groups in developing expectations of acceptable personal and social behaviour.
14.	Under agreed school procedures, give first aid / medicine where necessary; accompany sick children home, to a health centre or hospital; or assist with programmes of intervention, under the direction of the appropriate specialist.
15.	Demonstrate familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work, to ensure that opportunities are taken to develop pupil's core skills.
16.	Support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations for them may be set, and to contribute to decisions about the most appropriate learning goals and strategies.
17.	In consultation with the class teacher, use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulation manner in order to maintain pupils' interest and motivation.
18.	Develop inclusion by facilitating participation and learning, help build confidence, self-esteem, independence, understanding of diversity and access to the curriculum so that all students are enabled to reach their full potential.
19.	To be flexible in accepting changes in time / hours and responsibilities according to the needs of the children, classroom organisation and the school day.
20.	To aide in the transportation of students to various off site activities.
21.	To be a fully integrated member of the school's staff team and as such have responsibility for working to agreed school policies and procedures, attending whole school meetings, as necessary, in order to participate fully and understand the school development.
22.	To set a good example to students through personal and professional conduct.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- b) Expenses will be paid in accordance with the Local Conditions of Service
- c) This post is subject to a DBS check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



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	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> GCSE Maths & English Grade A* - C. A Level English and/or Maths. NVQ 2 in Supporting Teaching and Learning, or equivalent. OR Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.	✓ ✓ ✓	 ✓ 	App/Doc App/Doc App/Doc App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting. Experience of working with students with special needs / autism in an educational environment. 	✓ 	 ✓ 	App/Int/ Ref App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓ 	 	App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Excellent interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. Willing to drive school mini bus and take relevant tests. Excellent communicator. Experience / advanced qualifications in English / Maths. 	✓ ✓ ✓ ✓ ✓	 ✓ ✓	App/Int Int/Ref Int/Ref Int/Ref Int App/Int/ Ref App/Int/ Ref

<u>General Circumstances</u> <ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
<u>Factors not already covered</u> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)