



Job Description

Learning Support Assistant (LSA)

SCALE: 3

RESPONSIBLE TO: Head teacher/Deputy Head teacher/Assistant Head teacher /SENDCo

Purpose of job:

- Complement teachers' delivery of the National Curriculum under the direction and supervision of qualified teachers
- Work collaboratively with teaching staff and share in their responsibility for the development and education of all pupils
- Work with individuals and groups of children in receipt of Pupil Premium in order to close the gap and raise attainment

General Duties & Responsibilities

Planning

- Assist in the preparation of teaching resources in order to meet individual or group needs and interests
- Contribute to preparation of interventions for groups and individual children

Teaching and learning

- Provide cover for short periods of time when the teacher is required to attend an in-school meeting
- Support delivery of the curriculum, according to school planning, under the guidance of the class teacher
- Work with a range of groups and individual pupils
- Provide feedback on pupils' attainment and behaviour to both teachers and pupils
- Motivate and advance pupils' learning by using clearly structured, engaging teaching and learning activities
- Promote and support the inclusion of all pupils, including those with specific needs, in the learning activities with which they are involved
- Manage behaviour in line with the school's policies and procedures, to contribute to a purposeful learning environment
- Promote and reinforce children's self-esteem and independence within the classroom environment and, where appropriate, foster links between home and school.
- Under the direction of class teachers, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times
- Undertake a range of appropriate administrative duties to support teaching activities as required
- Attend planned visits/journeys

Monitoring and assessment

- Support teachers in evaluating pupils' progress through a range of assessment activities
- Assess pupils' responses to learning tasks and where necessary, modify methods to meet individual and/or group needs
- Assist teachers with observation and assessment
- Provide information to assist in the provision of appropriate support for specific children

Behaviour and Pastoral

- Implement all school policies relating to behaviour and safeguarding
- Demonstrate and promote the positive values, attitudes and behaviour expected from the pupils
- Assist with children at the beginning and end of the day and undertake playground duties as required

Communications

- Using a command of spoken English that is sufficient to effectively carry out the duties of the role and abilities to liaise verbally and in writing with parents, pupils, governors, agencies and other organisations.

Other duties

- Attend and participate in staff meetings and training days as requested
- Attend meetings with line managers as required
- Work co-operatively with other members of staff
- Assist with seasonal events, e.g. parents' evenings, concerts and fairs
- Abide by and work towards all the policies within the school e.g. Health and Safety and to personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other subordinate legislation
- Carry out the above duties in accordance with the Education Department's Equal Opportunities Policy
- Undertake other duties as required by the Head teacher

All Enfield Learning Trust Primary School Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Work to develop the school as a successful inclusive school
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.



**Learning Support Assistant
Person Specification**

Essential

Educated at GCSE Standard including Maths & English

Experience of supporting children.

An interest and commitment to work-related training

Ability to communicate effectively, both verbally and in writing.

Good interpersonal skills.

Ability to cope with and adapt to change

Ability to work with other team members and to contribute imaginatively to team development.

Ability to work co-operatively and flexibly within a team.

An understanding of the importance of confidentiality.

Ability to act and work on own initiative.

How Tested

Application

Application

Application / Interview

Application / Interview / Test

Application

Application

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Desirable

Education based childcare qualification

Ability to accompany children in the Swimming Pool

How Tested

Application

Application / Interview