

LEARNING SUPPORT ASSISTANT : JOB DESCRIPTION

Line of responsibility

The Learning Support Assistant (LSA) will be directly responsible to the SENDCO.

Job purpose

The learning support assistant is responsible for:

- Providing assistance with the teaching and learning of students under the instruction of the class teacher in order to maximise their participation and achievement.
- Providing support with classroom management and with the supervision of students, while maintaining a purposeful, orderly and supportive environment.
- Providing general care and welfare to students.
- Contributing to the overall ethos, work and aims of the school.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and line manager.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall supervise and provide support to individuals and groups of students, including those with special educational needs (SEN), ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- S/he shall contribute to the learning, personal, physical and social needs of students, whilst encouraging independence.
- S/he shall be aware of and respond appropriately to individual student needs.
- S/he shall attend to and implement support to meet the personal and physical needs of students including health and hygiene matters.

- S/he shall encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop.
- S/he shall liaise with her/his line manager, appropriate teaching staff and other professionals to ensure support is effective and efficient.
- S/he shall work to establish a supportive relationship with parents / carers in order to facilitate strong and constructive links between home and school.
- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.
- S/he shall assist with the preparation, maintenance and use of teaching materials and equipment, and tidy away materials/equipment as required.
- S/he shall produce additional curriculum materials, in discussion with the class teacher, to support teaching programmes.
- S/he shall contribute to the planning and review of lessons, activities and/or support programmes.
- S/he shall undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher.
- S/he shall assist students to learn as effectively and independently as possible, both in group situations and on their own, by for example clarifying and explaining instructions, hearing students read etc.
- S/he shall adopt appropriate strategies and approaches to support and assist students in achieving their learning goals.
- S/he shall adjust learning activities and programmes, in discussion with the class teacher, to assist students achieve their goals.
- S/he shall ensure students are able to use the equipment, other specific aids and materials and assist where students are uncertain, such as with meanings of words, spelling, and presentation.
- S/he shall use ICT effectively to support learning activities and develop students' competence and independence in its use.
- S/he shall supervise and to assist students in their concentration in order to complete work set.
- S/he shall motivate and encourage students, and help them to develop their self-esteem and interaction with others.
- S/he shall maintain records of student progress, achievement and problems, and provide verbal and written feedback as required to staff and students.
- S/he shall assist
- S/he shall contribute to learning support passports and individual support plans for students.

- S/he shall provide assistance in the supervision of students during breaktimes and lunchtimes as required.

Administrative

- S/he shall undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, collation of student reports, administering coursework, collecting and recording payments.
- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall input and extract information from the school's database system/s as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the Board of Trustees.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.

General

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- S/he shall comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.