



# St Martin's School & Nursery Job Description



Learning Support Assistant – 1:1 Pupil Support

## Purpose of the Role

To provide dedicated support to an individual pupil under the guidance of teaching staff and senior leaders. The Learning Support Assistant (LSA) will facilitate access to learning, ensure the pupil's safety and well-being, and assist the teacher in managing assessments and the learning environment. The role also includes supervising pupils during breaks and lunchtime to ensure a safe and engaging experience.

## Key Responsibilities

### Support for the Pupil

- Supervise and provide tailored support to ensure the pupil's safety and engagement in learning activities.
- Build positive relationships with the pupil and respond to their individual needs.
- Promote inclusion, acceptance, and the school's core values.
- Encourage social interaction and active participation in school activities.
- Set high expectations to foster self-esteem and independence.
- Support daily reading and provide constructive feedback on progress and achievements.
- Communicate pupil progress and next steps with the teacher.

### Support for Parents

- Reassure parents about their child's well-being and progress.
- Share progress and achievements as guided by the teacher.

### Support for the Curriculum

- Deliver structured learning activities, adjusting tasks as needed to match the pupil's abilities.
- Implement school, local, and national learning strategies, including phonics and early years programs.
- Record and report pupil progress, sharing observations with the teacher.
- Support IT-based learning activities and promote pupil independence in using technology.
- Prepare and maintain resources for lessons, assisting pupils in their use.

### Support for the Teacher

- Maintain an organised and supportive learning environment.
- Use positive reinforcement strategies to promote good behaviour and learning attitudes.
- Assist in planning and delivering learning activities based on the pupil's needs and interests.
- Monitor pupil engagement and accurately record progress.
- Provide detailed feedback to teachers and relevant professionals regarding pupil development.
- Encourage responsible behaviour and manage conflicts calmly, following school policies.

- Administer routine tests and assist in marking work when required.
- Provide administrative support such as photocopying and managing homework assignments.

### **Support for the School**

- Adhere to school policies, including those on child protection, health and safety, and confidentiality.
- Contribute positively to the school ethos and community.
- Collaborate with other professionals within the school environment.
- Maintain a solution-focused approach, fostering a positive atmosphere.
- Participate in training, meetings, and professional development sessions as required.
- Assist with pupil supervision before and after school, as well as during non-lesson times.
- Support educational trips and extracurricular activities, ensuring the individual pupil's needs are met.

### **Additional Information**

This job description outlines the key responsibilities associated with the role but is not exhaustive. Additional duties may be assigned as necessary to meet the needs of the school and pupil. St Martin's School reserves the right to update this document to reflect any changes in responsibilities. Any updates will be discussed with the post holder.