

## **LEARNING SUPPORT ASSISTANT**

### **OVERRIDING REQUIREMENTS**

#### **Terms of the engagement**

The appointment is subject to the provisions of the Handbook for Non-teaching Staff. The standard hours of the post are 37.5 hours a week (excluding a one hour mid-day break each day) in term time (38 weeks per year plus INSET days) from 8.00am to 4.30pm. This is a term-time position.

#### **Job title**

Learning Support Assistant

#### **Salary**

£18,000-£24,000 per annum (term-time only, pro-rata amount), depending on experience, to be paid into the employee's bank account in twelve equal payments on the last working day of each calendar month.

#### **Responsible to**

Head of Learning Support

#### **Accountable to**

Director of Finance

## **JOB DESCRIPTION**

### **Job Purpose**

A core member of the team, LSAs complement the professional work of teachers, by taking responsibility for learning activities under an agreed system of supervision; supported by direction from teaching staff and in line with school policies and guidance.

### **Support for Pupils**

- Promote the inclusion and acceptance of all pupils.
- Supervise and provide particular support for pupils, including those with Special Needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Provision Maps.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Know and understand your safeguarding responsibilities.

### **Support for Teachers**

- Help maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Invigilate exams and continuous assessment tests.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3; recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

**Other requirements**

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required, including driving a minibus if qualified, and take responsibility for a group under the supervision of the teacher.

The above mentioned duties are neither exclusive, nor exhaustive and the post holder may be required to carry out other duties as required.

At a time of rapid educational and administrative change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and as new needs arise.

## PERSON SPECIFICATION

Factor	Required	Desired
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• The ability to assist pupil learning and help</li> <li>• pupil's to access the curriculum</li> <li>• To be a core member of the classroom teacher, with the teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Positively influence pupils to maximise</li> <li>• learning</li> <li>• Empathy</li> <li>• A working knowledge of ICT: word processing, spreadsheets, databases</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• A natural communicator with pupils, parents and colleagues</li> <li>• Approachable and relates well to colleagues, pupils and parents</li> <li>• Personable and a team player, we are all working towards a common goal and striving to advance pupil learning</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of energy and stamina</li> <li>• Integrity</li> <li>• Sense of humour</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To have an up-to-date Enhanced DBS</li> <li>• Certificate once in post.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a classroom or learning environment</li> <li>• Experience leading or facilitating pupil learning</li> <li>• Degree level subject qualification</li> </ul>