

<b>Post</b>	Learning Support Assistant Level 3
<b>Salary</b>	Scale Point 8-11
	Permanent
<b>Start Date</b>	September 2024

### Job Purpose

To work independently in the planning of activities for children, identifying individual children's needs and assessing their progress. To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting within a specified curriculum area.

### Main Duties

1. Work with individuals or groups of individuals in all curricular areas under the direction of the teacher.
2. Help plan, prepare and set out programmes of work and activities in co-operation with the teacher and clear away and store equipment in the correct place. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
3. Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
4. Support pupils by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
5. Accompany the children on class outings under the overall supervision of the teacher.
6. Administer minor first aid (following training) and attend to children who are sick, as necessary. Promote health and personal hygiene, including intimate care where necessary, to the children throughout the activities undertaken.
7. Keep abreast of the School Child Protection Procedures and report any concerns noted in the course of duty, in accordance with such procedures.
8. Undertake shared responsibility with all staff for the care and maintenance of equipment and resources.
9. Encourage self-control and self-discipline in the children throughout all activities undertaken. Supervise the children for short periods in the event of the teacher having to be called away.
10. Carry out classroom organisational duties such as tidying up, serving snacks etc. Assist in preparing, mounting and removing wall displays, as required.
11. Liaise with parents and outside agencies, as required by the teacher.
12. Attend training and meetings, as required.

### Supervision and Management

The jobholder does not have regular responsibility for supervising other staff

### **Creativity and Innovation (i.e. Problem Solving)**

The jobholder assists in the planning, preparation and setting up of programmes of work and activities with the teacher.  
Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, encouraging questions and ideas.

### **Decision Making**

The work is covered by clearly defined rules and procedures. The jobholder may make decisions in relation to routine problems which may arise whilst supervising children e.g. child sickness, children having difficulties with activities and requiring additional support, noting concerns and deciding whether or not to refer these on to the teacher.

### **Resources**

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

### **Working Environment**

The job involves some lifting, pulling and stretching. Most of the work is undertaken indoors; however, the jobholder also undertakes activities outside in the playground and on trips and outings. The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

### **Knowledge and Skills**

The jobholder needs a good standard of knowledge and skills in all areas of the curriculum and how this is applied to planning, preparation and delivery of learning activities. The jobholder will also be required to have a good understanding of assessment, progress evaluation and attainment. The jobholder should understand a Teaching Assistants role in raising standards and promoting independent learning.  
The jobholder must hold a Level 3 teaching assistant qualification.

### **Other Duties**

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

<b>SUPPORT STAFF – LSA Level 3</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Level 3 Teaching Assistant Qualification</p> <p>Maths and English GCSE</p> <p>Experience of supporting pupils with special educational needs.</p> <p>To have had training or experience of working with pupils who require behaviour or communication needs.</p>	<p>First Aid Qualification</p> <p>Safeguarding Training</p> <p>To have attended relevant courses / training and to actively pursue CPD.</p> <p>SEND Qualifications (Attention Autism, Speech and Language, MeLSA)</p>
<b>Knowledge and Experience</b>	<p>Recent experience of working with children/pupils in either EYFS, KSI or KS2.</p> <p>Experience of working in a team.</p> <p>Be able to demonstrate knowledge/experience of applying behaviour management strategies.</p> <p>To have recent knowledge and experience of curriculum developments.</p> <p>A knowledge and understanding of a range of teaching styles.</p> <p>Experience of the importance of enhancing pupils' self-esteem.</p> <p>Experience of assessment procedures and practices.</p> <p>An awareness of policies and procedures relating to child protection, health and safety,</p>	<p>Knowledge of a range of learning difficulties</p> <p>Knowledge and understanding of communication methods.</p> <p>An understanding of attachment issues</p> <p>Experience of working with a range of staff as part of a multi-disciplinary team.</p>

	<p>equal opportunities and confidentiality.</p> <p>Experience of communicating with parents or other stakeholders.</p> <p>A creative approach to working with children.</p> <p>To be able to take responsibility, with minimum supervision, for delivering work and tracking performance.</p> <p>Work with pupils on targets set by the Teacher.</p>	
<p><b>Personal Qualities</b></p>	<p>Have a real enthusiasm and commitment to working with pupils.</p> <p>Be motivated to pursue further professional development and training within the area of special needs.</p> <p>Excellent inter-personal and communication skills</p> <p>Ability to work as part of a team</p> <p>A calm and professional approach</p> <p>A good sense of humour</p> <p>Methodical and organised working methods</p> <p>A positive attitude towards supporting pupils</p> <p>Punctual.</p> <p>Flexible.</p>	