



JOB DESCRIPTION

Job Title: Learning Support Assistant

Grade: Grade 5

Responsible To: Headteacher, Class teacher

Responsible

For:

Key Relationships/ Teachers, Other classroom support staff, SEN Co

Liaison with:

Job Purpose:

An LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities or supporting individuals or small groups of pupils with intervention.

Occupational Standards:

Supporting Teaching and Learning (STL) Level 2

Main Duties and Responsibilities

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To interact with and respond positively to children, young people and adults.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities (mainly intervention group work) and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- Ensuring equal access to learning and development opportunities and carry out predetermined educational activities and work programmes whilst promoting independent learning.
- To invigilate internal and external tests and examinations under formal conditions.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
- Developing inclusion by facilitating participation and learning, help build confidence, self-esteem a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers.
- Encouraging a high standard of behaviour, develop relationship with others and recognize and deal with emotions in an appropriate way
- Establishing, developing, monitoring and maintaining positive relationships.
- Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- In accordance with the school's guidance and policies provide comfort and immediate care in case of minor accident and upsets – reporting serious problems to appropriate person for action.

Optional extra responsibilities not affecting the grade of the post:

- To undertake midday supervision duties.
- To provide toileting support to pupils as necessary.*
- To support, as appropriate, in instances where pupils are unwell whilst at the school.*
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* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

(a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

(b) Expenses will be paid in accordance with the Local Conditions of Service.

(c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.



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Learning Support Assistant

Grade:

Grade 5

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <p>NVQ 2 in Supporting Teaching and Learning, or equivalent OR Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post</p> <p>Level 2 qualifications in Maths/Numeracy and English/Literacy</p>	<p>✓</p>	<p>✓</p>	<p>App/Doc</p> <p>App/Doc</p>
<p><u>Experience</u></p> <p>Experience of supporting teaching and learning in a formal setting</p>	<p>✓</p>		<p>App/Int/Ref</p>
<p><u>Knowledge</u></p> <p>Knowledge of child protection and health and safety procedures</p>	<p>✓</p>		<p>App/Int/Ref</p>
<p><u>Skills/Attributes</u></p> <p>Ability and willingness to undertake professional development</p> <p>Good interpersonal skills</p> <p>Empathy with children and young people</p> <p>Ability to work effectively as part of a team</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>Int/Ref</p> <p>Int/Ref</p> <p>Int/Ref</p>
<p><u>General Circumstances</u></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p>	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><u>Factors not already covered</u></p>			

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	✓		Med
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App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)