



## Learning Support Assistant Job Profile St. Paul's C of E Primary School

Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<b>Learning Support Assistant (LSA)</b>	<p>Supports the teacher with their responsibility for the development and education of children in schools including those with special needs.</p> <p>Uses routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs.</p> <p>Under the direction and supervision of the teacher:</p> <ul style="list-style-type: none"> <li>• Assists in the delivery of educational work programmes by participating in day-to-day learning activities including individual work programmes for pupils special educational needs.</li> <li>• Monitors pupil progress and contributes to future planning.</li> <li>• Works with small groups of pupils and individuals as required</li> <li>• Discusses with, and reports back to the teacher on the planning and assessment of pupil work.</li> <li>• Organises and maintains the learning environment.</li> <li>• Works as part of a team to ensure that the wellbeing, behaviour and personal development of pupils enhances their learning opportunities and life skills.</li> <li>• Maintains confidentiality inside and outside the workplace</li> <li>• Understands and applies school policies</li> </ul>	<ul style="list-style-type: none"> <li>• Good level of written and spoken English.</li> <li>• Numerate.</li> <li>• IT skills.</li> <li>• Able to follow instructions.</li> <li>• Able to plan and prioritise regular and irregular tasks.</li> <li>• Able to clarify and explain instructions to pupils.</li> <li>• Able to communicate effectively with pupils.</li> <li>• Able to motivate pupils to learn.</li> <li>• Able to assist with the organisation of the learning environment.</li> <li>• Able to undertake routine tasks under the direction of a teacher.</li> <li>• Craft skills.</li> <li>• Able to maintain records and pupil files including evidence of pupil progress.</li> <li>• Able to work effectively with adult team members.</li> <li>• Able to maintain confidentiality.</li> <li>• Able to use initiative</li> </ul>	<p>Good general education.</p> <p>GCSE Maths and English at grade C or above is desirable</p> <p>The core National Occupational Standards for Supporting Teaching and Learning and certain optional standards are relevant to this role</p> <p>Training and development should include:</p> <ul style="list-style-type: none"> <li>• Induction training</li> <li>• On job training including attendance at regular support staff meetings and attendance at joint training with teaching staff when necessary</li> </ul> <p>Training may include: Dyslexia / Speech Language communication / Autism / Behaviour and other specific learning needs as necessary.</p>

**Safeguarding Statement:** St Paul's Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.