



JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

Job title:	Learning Support Assistant (LSA) & MSA
Responsible to:	Principal/Senco
Salary / Grade:	H2 (£24,027-£24,790)FTE plus outer fringe & HB2 (£23,656)FTE
Actual salary:	£12,217-£12,606 (LSA) & £4,010 (MSA)
Working hours / weeks:	22.5hrs (LSA) & 7.5 (MSA) 5 days per week, term time only
Core purpose of the role:	To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher. Fulfil duties reasonably directed by the Principal.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
- Support pupils to understand instructions support independent learning and inclusion of all pupils
- Support the teacher in behaviour management and keeping pupils on task

- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment

Learning Support Assistants in this role may also undertake some or all of the following:

- Record basic pupil data
- Support children's learning through play
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Invigilate exams and tests
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment

- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- This role requires a combination of standing, sitting or walking
- Requirement for standing for long periods and/or working in awkward positions eg: sitting on low chairs
- The job may involve lifting children, for example after falls or accidents

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Relevant national qualification minimum level 2	E
Basic ICT knowledge	E
Excellent communications skills both written and verbal	E
Active listening skills	E
First Aid Certificate	D
Awareness of health and safety procedures	E
Child Protection Training Level 1	D
Ability to take direction and follow instructions given by classroom teacher	E