



Job Description

Learning Support Assistant (LSA)

Reporting to:	Headteacher
Purpose	To work under the direction of a teacher or senior leader to support teaching and learning across the school, including planning, delivering and assessing learning activities for individuals, groups, and occasionally whole classes. The HLTA will contribute to raising pupil attainment, promoting inclusion, and supporting the wellbeing of all pupils.
Key Responsibilities	<p><u>Support for Pupils</u></p> <ul style="list-style-type: none">• Supervise and provide support for pupils ensuring their safety and access to learning activities.• Supervise and provide support for pupils, ensuring their safety and access to playtimes.• Assist with the development and implementation of Individual Learning Plans/Behaviour Management Plans or similar.• Establish constructive relationships with pupils and interact with them according to individual needs.• Promote the inclusion and acceptance of all pupils.• 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. <p><u>Support for the Teacher</u></p> <ul style="list-style-type: none">• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.• 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. <p><u>Support for the Curriculum</u></p>

- Undertake structured and agreed learning activities/teaching programmes and interventions adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2 , Foundation Stage, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and with specific programmes to support learning Curriculum Maestro.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

External visits

- Extend support to curriculum enrichment activities within and outside of school. Ensure the children's safety and enjoyment of these activities, with due regard to the lead teachers plans and assist in any preparation required.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- 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 and take responsibility for a group under the supervision of the teacher.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Additional duties and Information	<ul style="list-style-type: none"> • Undertake any reasonable duties requested by the Headteacher to support the smooth running of the school.
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Experience working in a primary school setting • Good understanding of child development and learning • Ability to deliver learning activities independently • Strong communication and interpersonal skills • Commitment to safeguarding and inclusive practice <p>Desirable</p> <ul style="list-style-type: none"> • Experience supporting pupils with SEND • Knowledge of phonics, early reading and maths mastery • First Aid training

Signature (employee):	
Date:	
Signature (line manager):	
Date:	