



Queen's Inclosure Primary School
Job Description – Learning support Assistant

Post Title:	Learning Support Assistant
Grade:	B or C (depending on qualifications and experience)
Responsible to:	Headteacher
Performance Managed by:	LSA Line Manager (SENDIL) / Headteacher
Hours of Work:	Hours of Work: 17.5 – 25 (to be confirmed at interview)
Job Purpose:	To provide support as required for all learners, teachers, the curriculum and school

Requirements of the Post

General

The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

Be familiar with, and uphold the ethos of the school, expectations of behaviour and approaches to behaviour management.

To be professionally discrete and respect the confidentiality of all school matters.

To be a member of the whole staff and relevant teaching team.

To seek advice about practice from teaching colleagues and other specialist advisors.

Work in close co-operation at all levels to ensure mutual support and shared awareness of children's needs.

Seek advice from the SENDIL/LSA Line Manager about professional development and other related issues.

To be familiar with own role in safeguarding and child protection procedures.

Maintain high personal standards and constantly seek to improve personal practice.

To take responsibility for own professional development.

To attend specific training, as required, to keep skills and knowledge relevant and up to date.

Learning

Help contribute to raising the standards, achievement and wellbeing of all learners

Support the class teacher with the preparation of materials and resources.

Support the teacher at whole class level by reinforcing aims, content, strategy and intended outcomes of the learning.

Support the teacher with the delivery of the curriculum by teaching groups under the guidance and direction of the teacher.

Support children with differentiated tasks, individually or within a small group, as directed by the teacher.

Support the teacher at whole class level e.g.; reading story to the class if appropriate

Support individuals or groups of learners using specific programmes planned by the teacher or the SENDIL.

Support the class teacher in assessment and recording of information and providing feedback for the purpose of assessment of learning and behaviour.

Assist staff with the planning, review and implementation of children's Personal Learning Plans (PLPs).

Actively participate in learning opportunities beyond the classroom, including setting up and tidying away resources for learning outdoors.

In the playground

Actively promote social interaction of all children.

Encourage children to play with each other in a constructive way.

Encourage children to share play equipment and to co-operate with each other.

Teach children to respect the equipment and environment.

Intervene immediately should conflict arise, using the school's behaviour policy.

Help children to resolve conflict by talking with them.

Be willing to listen to children and to talk through their problems.

Be aware of the whereabouts of all children and ensure they remain safe within the designated areas.

Pastoral

Support learners in the development of their social skills.

Help learners to stay on task.

Recognise, and report appropriately any child protection issues.

Hold high expectations of the children's behaviour.

Acknowledge, reinforce and encourage appropriate behaviour consistently.

Assertively correct inappropriate behaviour, imposing agreed sanctions as necessary, in line with school ethos.

Maintain the inclusion of all learners. This may require administering medical support.

Take responsibility for the safety, happiness and conduct of all children.

Build positive, respectful relationships with all children using a calm and friendly approach.

Expect all children to address you by your surname.

Be sensitive to the physical and emotional needs of individual learners.

Be vigilant at all times, especially for indications of bullying and disruptive behaviour.

Be aware of physical restraint policy and recording procedures.

Team Element

Contribute to the duty rota for break times where appropriate.

To attend meetings with relevant teaching team at mutually agreed times to discuss planning and children's progress, including behaviour and learning.

To meet with outside agencies and parents as required under the direction of the class teacher and Headteacher.

To attend regular support staff meetings.

To undertake preparation, reprographic and administrative tasks as required by the class teacher.

Community

Contribute to ensuring that all members of the school community feel safe and secure.

Join the community for assemblies.

Be willing to support opportunities for extra-curricular learning.

Health and Safety

Keep up to date with first aid advice and follow school first aid procedures.

Be familiar with and implement the school's Safeguarding and Child Protection procedures.

Be familiar with and implement the school's behaviour policy.

Be familiar with and implement the school's health and safety policy, including evacuation procedures.

Report health and safety hazards immediately to the Site Manager or Headteacher.

To undertake such other duties as may be reasonably required by the Headteacher