



Job Description: Learning Support Assistant

JOB TITLE: Learning Support Assistant (LSA)

REPORTS TO: SENDCo / Headteacher

SALARY RANGE: H2 (Herts NJC Scale)

Purpose of the role: To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical needs or disabilities.

Responsibilities:

- Deliver planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate when necessary.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing, and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by preparing and clearing up the learning environment and resources, arranging/providing resources for lessons/activities under the direction of the teacher, including photocopying, filing, and the display & presentation of pupils' work, helping to contribute to a safe learning environment.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.
- Attend to pupils' personal needs when needed, including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

Postholders may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan prepared under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.

Knowledge	Competencies
NVQ level 1 (or equivalent)	Communication (written and verbal)
Basic knowledge of ICT	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
First Aid	Resilience
Understanding of the Schools ethos and values	Sensitivity

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 All Saint's Primary School's 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.

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, as required by the needs of the school or statutory requirements placed on the school through policies and practice. This role will be reviewed annually as part of the PMD process.

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.

Signed (Postholder):

Signed (Headteacher):

Date: