

Cippenham Primary School

Learning Support Assistant (LSA) Job Description



This job description describes in general terms the normal duties which the post-holder will be expected to undertake. Some of these duties may not be required on a daily basis but as required by instruction. In addition, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

PURPOSE OF THE POST

- To work under the guidance of the teaching/senior staff and within an agreed system of supervision, implement agreed work programmes with individuals and/or groups, in or out of the classroom.
- Provide specialist support in addressing the needs of a pupil / pupils, who need particular help to overcome barriers to learning, to aid effective learning.
- To contribute to the overall ethos, work, aims and objectives of the school

LINE OF RESPONSIBILITY

The post holder will be line managed by the SENCO / Deputy Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

To contribute to the overall aims and objectives of the school, which are;-

- Learning to be purposeful and enjoyable;
- Teaching to be aspirational, appropriate to need, clear and engaging;
- Learning to be appropriate to ability and understanding by having clear links between assessment, planning and provision;
- Pupils and staff to enjoy warm relationships with firm boundaries for behaviour;
- Respect for all demonstrated throughout the school community;
- High attendance of both staff and pupils;
- A safe and pleasant environment with shared responsibility for health and safety by all;
- Parents to be informed about their children's achievements and, where appropriate, their difficulties, and to be involved with supporting them;
- Pupils to be listened to;
- For teachers and other members of staff to want to be here for the benefit of the pupils;
- Effective transition practices that support the move from one school to another and one year group to another;
- A rich, relevant and purposeful curriculum that provides worthwhile experiences that prepare pupils for the next phase of their education;
- Experiences that develop team work, leadership, creativity and problem solving.

In particular:-

- Use skills, knowledge and experience to support pupils including those with special needs, ensuring their safety and access to learning activities.

- Establish constructive relationships with pupils and assist with the development and implementation of Individual Education/Behaviour Plans, Personal Care programmes and other teaching programmes.
- Promote the inclusion and acceptance of all pupils and encourage interaction with others in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Supervise pupils excluded from, or otherwise not working to, a normal timetable.
- To understand and work in accordance with the school's Behaviour Policy including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment
- Work with the teacher to establish an appropriate learning environment, manage, prepare, maintain and use resources/equipment and assist with the display of pupils' work.
- Prepare and use specialist equipment and resources to support pupils.
- Work with the teacher in evaluating and adjusting lessons/work plans as appropriate.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Deliver programmes linked to local and national learning strategies in literacy and numeracy, and provide detailed and regular feedback to teachers on pupils' achievement, progress and barriers to learning.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and records.
- Undertake marking of pupils' work and provide feedback on achievement and progress. Work to establish a supportive relationship with parents in order to facilitate effective communication between school and home.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- Provide clerical and administrative support, for example photocopying, typing, filing, collecting money and providing homework tasks for agreed activities.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

GENERAL

- Be aware of and comply with legislation, school policies and procedures especially those relating to child protection and safeguarding, pupil welfare, confidentiality and data protection.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To maintain professional relationships with all staff, pupils and parents/carers.
- Establish constructive professional relationships with external agencies and other professionals to support achievement and progress of pupils.
- Attend staff meetings and INSET days.
- Supervision of pupils out of lesson times, for example, playground duty.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- To be prepared to work flexible hours should the need arise.

