



JOB DESCRIPTION

Position: Learning Support

Scale: 2

LSA duties

Job Purpose:

- 🏆 To support specific pupils with special educational needs in line with their EHCP

Responsible to:

- 🏆 Class Teacher, SENCO, Deputy Head Teacher and Head Teacher

Support for pupils:

- 🏆 support pupils' learning activities, attend to additional learning needs, and help in development
- 🏆 provide positive and constructive feedback to pupils
- 🏆 help with the care, pastoral needs and support of pupils
- 🏆 contribute to the health and well-being of pupils
- 🏆 achieve and maintain an up to date first aid qualification
- 🏆 establish and maintain relationships with individual pupils and groups
- 🏆 be an effective model for pupil behaviour
- 🏆 support the teacher in working towards the targets for the individual child
- 🏆 develop and implement support and therapy programmes provided by external agencies for example physiotherapy, speech and language, occupational therapy
- 🏆 to advise the SENCO on specific resources required to ensure the curriculum can be accessed

Support for the teacher:

- 🏆 help with classroom resources and records for the child
- 🏆 carry out photocopying, laminating, filing and other administrative duties as required by the class teacher
- 🏆 contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required
- 🏆 support the school curriculum, especially literacy and numeracy activities
- 🏆 provide support for learning activities working with individual children and small groups
- 🏆 support the use of ICT in the classroom
- 🏆 assist in the maintenance of a safe environment for pupils and staff



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- 🏆 complete focus sheets to record pupil progress and maintain the teaching assistant file provided by the deputy head teacher
- 🏆 work with the class teacher to establish an inclusive classroom environment
- 🏆 help to integrate children with SEN into class activities
- 🏆 liaise with parents and other professionals involved with the child
- 🏆 supervise at lunchtimes and playtimes as is appropriate to the child
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Support for the school:

- 🏆 establish effective working relationships with colleagues and parents
- 🏆 contribute to the maintenance of pupils' safety and security
- 🏆 review and develop their own professional practice
- 🏆 assist with seasonal events and school activities
- 🏆 accompany classes and small groups on educational visits
- 🏆 assist in keeping school resources tidy and well maintained
- 🏆 attend support staff meetings and appropriate training events as requested by the head teacher
- 🏆 help with playground, kitchen and hymn practice duties as part of the staff rota
- 🏆 recognise the importance of, and adhere strictly to, confidentiality guidelines, child protection procedures, e-safety procedures, health & safety regulations and the policies of the Governing Body and the LA
- 🏆 attend and contribute to the termly reviews
- 🏆 carry out any additional duties as requested by the head teacher