



St Aldhelm's VA Church Primary School  
*Learning together for Life in all its Fullness – John 10:10*

## Job description: Learning Support Assistant

### Job details

**Job title:** Learning Support Assistant (LSA)

**Salary:** Grade 13 Point 6 -1, depending upon experience

**Contract type:** Temporary

**Reporting to:** SENCo (Claire Newman)

**Responsible to:** Line Manager (SENCo)

### Main purpose

The LSA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

### Duties and responsibilities

#### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Adopt the strategies used by the class teacher to ensure consistency for all children
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment (following the school's behaviour policy)
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Ensure all learning spaces used are tidied after use
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable for a short period of time
- Use computing skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Listen to all children and adapt to meet their learning and emotional needs

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## Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- › Read and understand lesson plans shared prior to lessons, if available
- › Prepare the classroom for lessons

## Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision with guidance from the class teacher and line manager
- › Through the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues
- › Maintain a professional standard and share concerns in the appropriate way
- › Maintain confidentiality - children and events are not to be discussed with people not involved with the situation and only in an appropriate location

## Whole-school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school
- › Lead playtime activities at lunchtime when required
- › Unless specific days are contracted, days may be amended with consultation with the postholder, if a need arises

## Health and safety

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents
- › Report all first aid incidents in line with the school's policy
- › Use behaviour observation logs to share concerning behaviour with the class teacher. If it is felt further action is needed or taken to SLT, this will be the class teacher's decision
- › Keep group and intervention spaces tidy and ready for use by any group or member of staff
- › Cover break duties and follow school's procedures on spaced out adult observation wearing a high-visibility jacket

## Professional development

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- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Keep records on professional development and links to appraisal targets

### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Follow the school's procedures for reporting absence
- Ensure Line Manager is consulted first about absences due to prolonged illness, medical appointments and any other events where this impacts on attendance and class support
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- When addressing or involved with the follow-up of behaviour incidents, follow school's procedures and do not bring up the events again when approached by the child, in order to support the child's well-being. If the postholder requires support, speak to Line Manager / member of SLT
- Consider manner and approach to children, always maintaining a calm and supportive approach to the child
- Only intervene in a situation that involves another adult if requested. Various approaches will be in use and therefore it is important that these are not compromised.

### Other areas of responsibility

- Support children with toileting difficulties in line with the school's procedures
- Where appropriate, to know and apply positive handling techniques
- To accompany teacher and pupils on educational visits

The LSA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher or Line Manager.

### Notes:

This job description may be amended at any time in consultation with the postholder.

### Next review date:

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Name of postholder:

**Head teacher signature:**

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**Line Manager's signature:**

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**Postholder's signature:**

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**Date:**

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