



LOUDWATER COMBINED SCHOOL **Job Description**

POSITION:	Learning Support Assistant (LSA)
REPORTS TO:	Leadership Team & Governing Body

This job description may be amended at any appropriate time, following consultation between the Headteacher and the post holder and will be reviewed annually.

Key Purpose of the role

To complement the professional work of teachers by taking responsibility for learning activities with groups or individuals which have been planned by the class teacher.

Knowledge and understanding

- Develop an understanding of how a pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Develop an understanding of the primary curriculum in the relevant year group.
- Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety and Child Protection Policies
- Be familiar with the school's SEN Policy.
- If unsure about any aspects of your role, seek clarification from colleagues.

Communication and engagement with children and their families

- Maintain constructive relationships with parents/carers, with support and direction from the class teacher.
- Develop and use effective communication systems with groups of pupils; using language and communication skills that pupils can relate to.
- Provide support and encouragement to children and young people.

Teaching Learning and Class Management

- To provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging pupils towards independence
- Monitor and evaluate pupil responses to learning activities and provide feedback for the class teacher.
- Take an appropriate role in the development and implementation of appropriate behaviour management strategies, as directed by the class teacher.
- Work with the School's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Encourage pupils to value their experiences and knowledge.
- Encourage pupils to interact with each other in an appropriate and acceptable manner.
- To be proactive and use own initiative in dealing with situations and anticipating the needs of pupils and the class teacher.

Safeguarding and promoting the welfare of the child

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be responsible for promoting and safeguarding the welfare of pupils and young people that you are responsible for and come into contact with.

Multi agency working

- Play an appropriate part in communicating with other agencies/professionals, to support achievement and progress of pupils, when appropriate.

Sharing information

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Use clear language to communicate information unambiguously to others including children, young people, their families and carers.
- Attend staff meetings, training days and management meetings by agreement with the Headteacher.

Administration

- Under the direction of the teacher, prepare and maintain an effective learning environment by preparing learning materials and apparatus and clearing away afterwards
- Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities□
- Undertake photocopying and resource making as specified by the class teacher.
- To undertake playground supervision as part of a rota of staff and to take part in activities such as swimming and off site visits, as may be required.

Other Professional Requirements

- Establish and maintain effective working relationships with colleagues and parents.
- Be aware of the need to take responsibility for your own professional development.
- Actively engage with the annual appraisal process.

Special conditions of service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with the need to obtain an enhanced DBS check; all offers of employment are subject to the satisfactory outcome of such a check.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equalities policy and objectives.

Date of issue:

Signature of Post holder

Signature of Headteacher