# Job Profile

**Job Title: Learning Support Assistant**

**Reports to: Headteacher**

**Hours: Permanent full time LSA (8.30am – 3.30pm daily)**

**Location: Fishbourne CE Primary School**

**Function of the post:**

Contribute to pupils' development including their physical and mental well-being, and supporting teaching and learning in the class room, providing general and specific assistance to pupils under the direction, guidance and direct supervision of the class teacher.

**Principal Accountabilities**

- In liaison with and under the guidance of the class teacher, support pupils on an individual or small group basis to complete activities, encouraging and developing independent learning.
- Assist with delivery of the curriculum in all areas, supporting the learning outcomes using the teacher's planned teaching and learning methods.
- Support the school in implementing a consistent behaviour policy, encouraging excellent behaviour through positive feedback and praise, reinforcing school rules and procedures with clear expectations, and raising concerns about any behaviours with the class teacher.
- As directed by the class teacher, monitor and record children's responses to learning, and feedback to the teacher on pupils' progress, in accordance with school policy.
- Assist in break-time and lunchtime supervision, including facilitating games and activities, and undertake first-aid duties.
- Assist with special activities (e.g. sports days, plays, concerts, open days), accompany children on school visits, and where appropriate be involved in extracurricular activities (e.g. clubs, presentation evenings)
- Provide clerical and administrative support to the class teacher (e.g. photocopying, filing, collation of reports and pupil work)
- Participate in meetings, employer training and development and in performance management, contributing to the identification of their own and of team development needs.
- Follow all school policies with specific reference to the Behaviour, Child Protection, Health and Safety and Learning and Teaching policies.

**Other Duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, we may update your job profile to reflect changes in, or to, your post.

**Equality and Inclusion:**

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

**Right to Work:**

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

**Health & Safety:**

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002.

**Safer Recruitment:**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

See **Principal Attributes and Person Specification** below.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

| | Essential | Desirable | Evidenced through |
|---|---|---|---|
| **Knowledge and Qualifications** | GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level<br><br>General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement<br><br>Knowledge of current national policies relevant to child protection and health and safety within a primary school environment<br><br>Qualified as a First Aider at Work, or willingness to train | Knowledge of current in-school interventions to support pupil progress<br><br>Knowledge of safeguarding and Health and Safety requirements within a primary school environment<br><br>Awareness of the primary national curriculum<br><br>Knowledge of autism and social communication differences and interpreting non-verbal communication cues<br><br>Understanding of speech and language communication needs and ability/ experience to use language aided board/ communication devices<br><br>Awareness of sensory processing and the impact on behaviour and engagement | Application<br><br>Interview<br><br>References |
| **Skills** | Good interpersonal and communication skills that enable instructions to be understood by pupils at differing levels that promotes learning and understanding<br><br>Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post<br><br>Relevant skills that enable effective review and feedback on child progress<br><br>Problem solving skills | Skilled in working with a class teacher to implement planned learning activities and teaching programmes<br><br>Ability to deliver multi-sensory learning experiences<br><br>Confidence and experience working 1:1 or in small groups with pupils.<br><br>Able to support self-care skills such as toileting, feeding and changing. | Application<br><br>Interview<br><br>References |

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| | Computer literate with the ability to positively promote the use of ICT in pupil learning<br><br>Good spelling and mathematics skills | | |
| **Experience** | Establishing positive relationships with children that encourages and enables child development<br><br>Experience of implementing strategies that promote positive behaviour<br><br>Working with young children in a relevant environment | Teaching Assistant in a primary school setting<br><br>Experience of successfully delivering a specific programme of support to an individual or small group of children<br><br>Experience of using Makaton<br><br>Experience of following structured intervention plans | Application<br><br>Interview<br><br>References |