

School/College: Stonebow Primary School

Job Title: Learning Support Assistant – KS2

Grade: 5

Responsible To: Head teacher

**Key Relationships/
Liaison with:** Teachers, Other classroom support staff, SENCO,

Job Purpose: A LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

Occupational Standards: Supporting Teaching and Learning (STL) Level 2 – Preferred

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To work with and support children with autism and behavioural difficulties to

help ensure they achieve their potential.

10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for bilingual / multilingual pupils if required.
13. To provide support for the health and welfare of pupils including those with medical needs.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
15. To undertake Lunchtime Supervision duties.
16. To support, as appropriate, pupils who are unwell at school, after appropriate training has been undertaken.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



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	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent NVQ 3 qualification OR <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy First Aid qualification 	✓	✓	App/Doc App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a school/ pre school setting Experience of working with children with autism and / or behavioural difficulties Experience of working with children with Special Educational Needs 	✓	✓ ✓	App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Flexible and adaptable Ability to work effectively as part of a team. 	✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. 	✓		App/Ref/ Med

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	✓		Med

App = Application Form

Int = Interview

Ref = References

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)