



Job Description and Person Specification

Job Description

Post:	Learning Support Assistant (Part Time /Term Time only)
Line Manager/ Appraiser:	SENDCo
Accountable to:	Headteacher

Job Purpose

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Description of Duties

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
- To aid the pupils to learn as effectively as possible, both in small group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
- To assist, with the class teacher (and other professionals e.g. SENCO, Learning Mentor as appropriate), in the development of a suitable programme for pupils who need learning support.
- In conjunction with the class teacher and other professionals to establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
- To assist teaching staff in the delivery of the national literacy and numeracy strategies within the school and by contributing to planning and monitoring of progress.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- To ensure resources are available and suitable for activities.
- In conjunction with the class teacher (and other professionals as appropriate) to develop and maintain a system of recording pupil's progress.
- To participate in the evaluation of the support programme e.g. attending meetings in school time.
- To provide regular feedback about the pupils to the teachers.
- To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
- To contribute to reviews of pupil's progress, as appropriate.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- To undertake general clerical and administrative work, including filing and photocopying and the administration of coursework
- To administer first aid and medication for pupils, under direction, where appropriate

- training has been provided.
- To attend relevant in-service training
- To be aware of school procedures and comply with these.

Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of LSA.

The Trust expects all employees to have a full commitment to the equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils and their parents/ carers. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation.

Personal Specification

	Essential	Desirable
Education and Qualifications		
Good numeracy/literacy skills	•	
Training in the relevant learning strategies e.g. literacy		•
First aid training/training as appropriate		•
Experience		
Working with or caring for children of relevant age	•	
Skills and Knowledge		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	•	
Effective use of ICT to support learning	•	
Use of other equipment technology e.g. photocopier	•	
Understanding of relevant policies/codes of practice and awareness of relevant legislation	•	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	•	
Basic understanding of child development and learning	•	
Ability to self-evaluate learning needs and actively seek learning opportunities	•	
Ability to relate well to children and adults	•	
Personal Qualities		
Able to demonstrate commitment to the values and behaviours which flow from The Elliot Foundation Academies Trust Values and ethos	•	
Ability to work collaboratively and motivate others	•	
Excellent interpersonal skills	•	
Ability to communicate clearly and work effectively with parents/carers, colleagues and members of the Trust	•	
Commitment to safeguarding and equality	•	

Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.