

# Job Description

<b>Job title:</b>	<b>Learning Support Assistant (LSA) - Classroom Based</b>
<b>School:</b>	<b>Sybourn Primary School</b>
<b>Responsible to</b>	<b>SENDCO</b>
<b>Location:</b>	<b>Waltham Forest, London</b>
<b>Grade:</b>	<b>Scale 2 (pt 3-4)</b>
<b>Hours:</b>	<b>Monday - Friday 08:45-15:45 32.5 hours per week 44.2 weeks per year</b>

## Job Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and to provide general support to the teacher in management of pupils and in the classroom.

## Major Tasks, Duties and Responsibilities

### *Support for the Pupils*

- Attend to the pupils individual needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish and maintain good relationships with pupils, acting as a role model and being aware of and responding to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the class teacher.
- Encourage pupils to act independently as appropriate.
- Provide positive reinforcements, praise and rewards.

### *Supporting the Class Teacher*

- Prepare the classroom as directed for lessons and clear up afterwards.
- Assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the class teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather and report information from & to parents/careers as directed.
- Provide administrative support eg. photocopying, filing, collecting money, organising stationery etc.

### ***Supporting the curriculum***

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, key stage etc, as directed by the Class Teacher.
- Support pupils using basic ICT.
- Prepare and maintain equipment and resources.
- Assist pupils in their use of equipment and resources.
- Foster links between home and school.

### ***Supporting the School***

- To foster links between home and school.
- Contribute to the overall ethos, work and aims of the school.
- Be aware of and support differences.
- Work to ensure all pupils have equal access to the opportunities to learn and develop.
- To participate in relevant professional development as deemed appropriate
- To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the needs of pupils but have regard to the safeguarding procedures of the school and London Borough of Waltham Forest.
- Attend relevant meetings as required.
- Assist with the supervision of pupils out of lesson times including before and after school, lunch and break times.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Participate in training, other learning activities and performance development as required.
- To carry out other duties as may be reasonably required.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.