



Harrietsham Church of England Primary School

Learning Support Assistant (LSA)

Job Description

Vision Statement

We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed, we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

"Nurtured We Flourish"

Our Values

Everything that we do in school is underpinned by our core Christian values and these are the basis for all the experiences we offer our pupils:

Love Forgiveness Fellowship

Job Description: **Learning Support Assistant**

Grade: KSA

Responsible to: Inclusion Leader

Liaise With: Class Teacher

Main Purpose of Job

To work with all teachers to support the nurture and teaching and learning of the children, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

Key Duties and Responsibilities

- Work with individuals or small groups of children under supervision and direction of the class teacher or Inclusion Leader.
- Support pupils to understand and follow instructions allowing development of independent learning and inclusion of all pupils.
- Develop methods of promoting and reinforcing children's self-esteem and social interaction.
- Contribute to the development of an effective and safe learning environment.
- Support the teacher in behaviour management and keeping pupils on task.
- Assist the teacher with observing and monitoring the progress of the children, maintaining accurate records regarding progress, areas of development and next steps and providing regular feedback to the teacher / Inclusion Leader.
- Attend meetings, as appropriate, with the Headteacher, SLT, Inclusion Leader, teaching staff and external agencies.
- Maintain a professional and discreet attitude at all times.
- Follow the school's child protection procedures, maintaining confidentiality and sensitivity to pupils needs but having regard to the safeguarding policy and procedures of the school.
- Maintain strict confidentiality with regard to both pupils and staff within and outside of the school.
- Understand and apply the school policies on teaching and learning and behaviour management.

Learning Support Assistants will also undertake some or all of the following:

- Assist with break-time / lunch-time supervision, including facilitating games and activities, supporting children to dynamically risk assess their play and supporting children to access the different play types through our OPAL Play offer.
- Assist the class teacher on educational visits and with special events throughout the year.
- Mark pupils learning under the direction of the teacher.
- Support pupils in using basic IT.
- Cover a class, with another Learning Support Assistant, should the teacher be absent for a short period of time.
- Undertake first aid training and be a part of the first aid team.
- Participate in professional development through training and courses.
- Work with pupils on therapy or care programmes, designed by a therapist / teacher.

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- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as helping with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Assist the Headteacher and staff at the school to implement the School Improvement Plan.
- Any other duties as directed by the Headteacher which are reasonably required for the fulfilment of the role.

This job description may be amended at any time in consultation with the postholder.

Harrietsham Church of England Primary School is committed to safeguarding and promoting the welfare of children. Any appointment will be subject to a satisfactory enhanced DBS, barred list check and references.

Harrietsham Church of England Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Headteacher: _____

Date: _____

Postholder: _____

Date: _____