

**Job Description 1:1 LSA**

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| **Post Title:** | **Learning Support Assistant (LSA)** |
| **Purpose:** | * To provide general support to pupils throughout the school with a focus on behavioural and educational needs. This is carried out under the direction of the class teacher and may include wider duties. |
| **Reporting to:** | * SENCO * Head of School |
| **Safeguarding** | * Stay up to date with safeguarding expectations, policies and developments. * Liaise with appropriate safeguarding staff to ensure that all students are safe. * Attend relevant training and CPD |
| **Duties:** | * To support 1:1, small group or whole class teaching of children * Assist the children to learn as effectively as possible * Clarify and explain instructions * Ensure children have the equipment and materials needs and use them in a safe and appropriate manner * Motivate and encourage children as required, reinforcing the child’s self esteem * Assist children in their weaker areas, e.g. language, reading, spelling, maths, behaviour, handwriting and presentation * Meet physical needs as required whilst encouraging independence, including supporting medical needs as required * Help children to concentrate on completing set work * Communicate effectively with class teachers and other staff to create and use support materials to enable progress to take place * To assist in the planning and delivery of suitable programmes to support children, with a focus on SEND where required * Assist in the observation and monitoring of progress of children both educationally, socially and their well being. * Participate in the review of children within school and with outside agencies when appropriate * Provide regular feedback to class teachers and other staff * To report any concerns about a child and follow procedures and policies effectively * To assist the class teacher in providing an engaging, supportive and tidy learning environment for the benefit of all children in the class, including creating/maintaining displays. * Attend relevant training * To oversee break and lunch times across the school, both inside and outside * To support in the organisation of lunchtime such as preparing tables, drinks, tidying and cleaning and playground games * Ensure risk assessments and health and safety practices are followed throughout the school * To carry out such other duties as directed by class teacher, line manager or HoS |
| **Working Time:** | Term time only. |
| **Disclosure level** | Enhanced |

This job description may be amended at any time after discussion with you.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Signed………………………………………………….. Date ……………………………………..

Signed …………………………………………………..

(Head of School)