Learning Support Assistant – Job Description

Post: Learning Support Assistant

Salary Scale: Grade 5

Responsible to: Head teacher

Liaising with: To liaise with head teacher, teachers and other staff.

Hours per week: 31.25 hours

Weeks per year: 39 Weeks

Key result areas include:

- Provide support to the class teachers across a range of child centred activities in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Provide support to the class teacher with care and support of children including personal and intimate care.
- Provide support to the class teacher with classroom records.
- Participate in and contribute to staff meetings and INSET as appropriate.
- Maintain and develop good working relationships with staff, parents and other adults involved with supporting pupils.
- Give general support to school activities.
- Assist in the setting out of learning materials appropriate to the planned activity.
- Promote the ethos of the school.
- Support for the class teacher.
- Encourage children to interact with others and engage in activities led by the class teacher.
- Contribute to the preparation of classrooms, indoor and outdoor areas.
- Supporting children when required on a 1:1 or small group basis.
- Exercise general care and supervision of children during the school day, inside and outside.
- Support the class teacher in resolving behavioural and emotional problems of children.
- To support the teacher with implementing safeguarding and child protection policies and procedures
- Support the maintenance of pupils Health & Safety.
- Offer sensitive and supportive assistance to children with their toileting needs.
- Help pupils develop English, numeracy and other skills on a one-to-one or group setting.
- Promote independent learning.
- Be aware of school policies and how to implement them.
- Review and develop your own professional practice.
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

The job description may be reviewed and changed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

Signed: …… (LSA) Dated: ……

Signed: …… (Head teacher) Dated: ……