



# Job Description

## Learning Support Assistant

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**Reports to:** Headteacher  
**Grading:** LBR 3 Scale Point 5

### **Purpose of the Job**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programs, enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, either with groups or on a 1:1.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes occasionally during the short-term absence of teachers.

To provide support for students, the teacher and the school in order to raise standards of achievement for all, by utilising levels of knowledge and skills, to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

### **Duties and responsibilities**

#### **SUPPORT FOR PUPILS**

- Supervise and provide particular support for pupil, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care
- Establish good relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self- esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Able to work 1:1 with a child to support with their learning
- Able to support pupils with managing their behaviours

#### **SUPPORT FOR TEACHERS**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement / progress as directed
- Provide detailed and regular feedback to teachers/SENCO on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish good relationships with parents / carers
- Undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities / teaching programs, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans / relevant learning activity and assist pupils in their use

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection (safeguarding), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Midday Duties
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

### 3. Person Specification

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**JOB TITLE:** Learning Support Assistant

**Essential (E) or Desirable (D) below:**

**Experience:**

- Previous experience of working with children of a relevant age **(E)**
- Previous experience of working in an educational environment **(D)**
- Previous experience of Special Needs-related work **(D)**

**Skill, Knowledge and Abilities:**

- Able to carry out set duties **(E)**
- Able to work using own initiative **(E)**
- Possess an attention to detail **(E)**
- Be receptive to new ideas and change **(E)**

**Education and Qualifications:**

- Good standard of general education **(E)**
- Good numeracy and literacy skills **(E)**
- Sound ICT skills **(E)**
- First aid qualification (training will be provided) **(D)**
- Willingness to complete an 'in house' induction programme **(E)**
- Willingness to participate in development and training opportunities **(E)**

**Personal Attributes:**

- Willingness to integrate into a team **(E)**
  - Able to relate well to children and adults **(E)**
  - Able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
  - Have a friendly, co-operative approach to parents, pupils and staff **(E)**
  - Have a high level of personal drive and energy **(E)**
  - Willingness to work flexibly in terms of job roles and responsibilities **(E)**
  - Willing to promote a positive image of the school **(E)**
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## 4. Job Advertisement – Learning Support Assistant

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**Job Title:** Learning Support Assistant  
**Location:** Redbridge Primary School  
**Job Type:** 6 months Fixed Temp – Permanent  
**Job Hours:** Term-time only 30 hours per week  
**Salary:** LBR 3 Scale Point 15  
**Closing Date:** 10<sup>th</sup> September 2021  
**Interview Date:** 17<sup>th</sup> September 2021

### Description:

#### **A school where all pupils thrive - Ofsted**

We are seeking to appoint a dedicated, talented, enthusiastic and caring LSA to join our happy and successful school. The successful applicants will be excellent classroom practitioners, passionate about teaching and learning.

We are an outstanding school (Ofsted, 2018). We are able to offer an excellent range of professional development opportunities through the Redbridge Education Partnership and our local networks and alliances. This is an exciting time for our school as we continue to expand to four forms of entry.

#### **We can offer:**

- A happy and settled school where children enjoy learning and achieve well
- Motivated and enthusiastic staff
- An opportunity to help shape the ethos of an expanding school
- Programme to develop your teaching and leadership skills
- Application Process

Please write a supporting statement of no more than a single side of A4 paper, expressing interest in the role and include particulars of your experience, skills and further information in support of your application. Completed applications can be either emailed to Rabina Khanam at rkhanam16.317@lgflmail.org or a paper copy handed to the office.

*Please note we are unable to accept applications by CV.*

**Visits to our friendly school are welcomed and encouraged.**

*Redbridge Primary School is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. Adults employed by the school, contractors or volunteers within the school will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If any conduct in relation to the safeguarding of Children or Young People gives cause for concern, the School's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure.*