

Heatherside Junior School Job Description

Learning Support Assistant

(Level 1)

This job description is to be read in conjunction with Hampshire County Council's Role Profile (PBZGENED6) which specifies entry requirements and operational effectiveness criteria.

Post Holder:

Role Title: Learning Support Assistant (LSA)

Responsible to: The Special Needs Co-ordinator (SENDCO) and Headteacher

Role Purpose To provide support for pupils, staff and the school to foster the effective participation of pupils in the social and academic processes of the school; enabling pupils to become independent learners and achieve good progress.

At Heatherside Junior School all staff share a collective responsibility for the education, safeguarding and welfare of pupils. We foster a team approach where colleagues are supportive of each other and of Heatherside's Junior School's agreed aims, policies and procedures. We set high professional standards for ourselves, ensuring that we each contribute to the effective running and success of the school.

Your role will require you to

- ❖ Deliver programmes of support to groups or individuals based on the assessment of pupils' needs.
- ❖ Work unsupervised with individuals or groups of children, helping to ensure that pupils are kept on task and complete activities set by teachers or an LSA.
- ❖ Take a proactive role in supporting children's progress and wellbeing, ensuring that safeguarding has a high priority at all times.
- ❖ Prepare classroom materials and help implement lesson plans.
- ❖ Provide feedback about pupil progress in conjunction with the teacher.
- ❖ Maintain expected standards of pupil behaviour, in line with school policy.
- ❖ Assist the SENDCO and Class Teachers in monitoring and reviewing records of individual pupil's progress (Individual Learning Plans)
- ❖ Assist the teacher with testing and assessment.
- ❖ Assist with pupils who have physical, sensory, language or behavioural needs at the direction of the Headteacher or SENDCO.
- ❖ Work as a member of the Learning Support Team, including attending SEN meetings, relevant whole school professional development training and Parents' Evenings.
- ❖ Comply with school, national and statutory policies including those for Child Protection & Safeguarding, Health and Safety, Behaviour, Race Equality and Disability and Discrimination.
- ❖ Undertake breaktime and assembly supervision duties under the direction of the Headteacher.
- ❖ Work with External Agencies.
- ❖ Support the school by participating in external visits.
- ❖ Take responsibility for your own professional development, including setting and working towards annual performance objectives.
- ❖ Maintain confidentiality at all times with regard to pupil information and school matters.

This job description has been drawn up using HCC Role Profile & the school's existing Job Description.