



Job Description

LSA with specifics for 1:1 Pupils

Job Title:	LSA
Reports To:	Class Teacher and SENCO
Main Purpose of Job:	
<p>To assist the Head teacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.</p> <p>Typically, there will be requirement to work with a pupil, either individually or in groups, who has special educational needs.</p>	
Main Responsibilities and Duties:	
<p>Support the teaching and learning processes.</p> <p>Under the guidance and direction of the teacher:</p> <ul style="list-style-type: none"> • Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level. • Learning support is delivered individually and in groups through a range of tasks, mainly: <ol style="list-style-type: none"> 1. Focus support in areas needing improvement, both academic and social. o Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning. 2. Motivate and encourage pupils to concentrate on and fulfil the tasks set. 3. Seek to ensure the promotion and reinforcement of pupils' self-esteem and engagement in activities in order to begin to increase independence. 4. Contribute to the assessment of pupils' learning and progress <p>Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment:</p> <ul style="list-style-type: none"> • Assist in the development, monitoring and evaluation of programmes of work. • To upkeep data files, catalogue resources, maintain inventories, photocopy and use IT systems for administration and educational purposes. • Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress. 	

- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils' work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Assist in the preparation for educational visits, and where appropriate accompany students.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.

To provide care and supervision of pupils:

- Supervise pupils whilst eating, using toilet facilities, in playgrounds and when arriving at and leaving school.
- Develop an understanding of and provide for pupils' specific needs to ensure a safe learning environment.

CONDUCT

- Flexibility and willingness to support all elements of the school when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Safeguard and promote the welfare of pupils and follow school policies and the Staff Code of Conduct.
- This job description is neither exclusive nor exhaustive but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**PERSONAL SPECIFICATION
LSA WITH SPECIFICS FOR 1:1 PUPILS**

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good reading and writing skills • Good numeracy skills • Knowledge of basic ICT to support learning. 	<ul style="list-style-type: none"> • First aid trained • Successful experience of working with children in a school setting. • Educated to NVQ Level 2 in learning support/early years.
EXPERIENCE	<ul style="list-style-type: none"> • Experience to effectively use reading, spelling comprehension. 	<ul style="list-style-type: none"> • Experience of working with children or young people. • Experience of intervention work.
KEY SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use clear language to communicate information unambiguously. • Ability to listen effectively. • Ability to overcome communication barriers with children and adults. • Ability to assess progress and performance. • Ability to establish rapport, respectful and trusting relationships with children, their families and other adults. • Ability to follow instructions accurately. • Ability to motivate and inspire children. 	<ul style="list-style-type: none"> • Ability to understand and support children with developmental difficulty or disability.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the general aspects of child development. • Understand and support the importance of physical and emotional wellbeing. 	<ul style="list-style-type: none"> • Good understanding of the school curriculum. • Knowledge of literacy/numeracy strategies. • Demonstrative knowledge of and commitment to a responsibility to keep children safe and protected.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Must be able to work effectively in a team. • Confidential at all times. • Good organisational skills. • Creative. • Calm • Enthusiastic 	

	<ul style="list-style-type: none">• Kind and Empathetic.• Flexible.	
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