



## Job Description

Date: September 2021

**Job Title: LSA – Learning Support Assistant 15 hours a week**

**Reports To: SENCO**

**Pay: Band c point 12-16**

**Date: September 2021**

### Job Purpose:

To work under the guidance of a teacher planning and preparing lessons / learning activities and to deliver these in either a subject specialism (e.g. maths) or key stage (e.g. KS3 /4) with a small group of pupils and on a one to one basis. To assist with personal care where necessary.

To support and supervise pupil behaviour under the direction of the class teacher. To contribute to the maintenance of effective school administration.

### General Principles

- To assist in improving the academic outcomes of all students. To provide high quality learning for all staff and students.
- To carry out the functions of a LSA at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with this post, as delegated by the Principal.
- To be committed to safeguarding and promoting the welfare of our young people.

### PRINCIPAL ACCOUNTABILITIES

#### Teaching and Learning Assistance – delivering learning under teacher guidance

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge.
- Evaluate and adjust lesson plans.
- Create a structured, positive learning environment within the curriculum or subject area being taught.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Assist with the development of Individual Education Plans or targeted learning objectives.
- Supervise pupils, delivering learning activities to small groups of pupils, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.
- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.
- Provide objective and accurate feedback sensitively for pupils, parent etc. and producing evidence based reports to Teaching Staff.
- Ensure the milestones for achievement are challenging and demanding, adjusting activity as required.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.

- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.
- Mark pupils' work, recording progress and achievement. Administer and mark tests, invigilate exams.
- Classroom cover supervision in emergency circumstances including responding to pupil's questions and generally helping pupils undertake activities and achieve learning outcomes.

### **General School Support**

- Be involved in extra-curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description. Date for review: At annual Performance Management review of LSA.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_