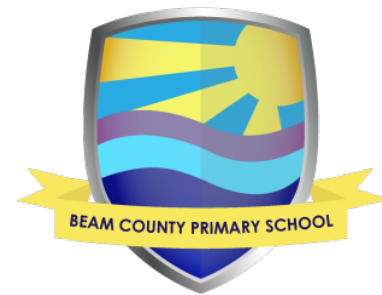


## JOB DESCRIPTION



**Job Title:** Learning Support Assistant (LSA)  
**Grade:** Scale 4, £27,855 FTE  
**Contract:** Fixed Term until 23<sup>rd</sup> July 2025  
30 hours per week  
**Department:** LBBD Children's Services  
**Location:** Beam County Primary School  
**Line Manager:** AHT/Phase Group Lead /Headteacher

### **Main Responsibilities:**

Working under the general supervision of a teacher and when delivering interventions, you are responsible for:

- a) Promoting a safe, calm and well-ordered environment for all pupils focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- b) Supporting the school's team ethos by working in partnership with teachers, leaders and other staff to deliver high quality educational experiences for pupils at the school.
- c) Taking responsibility for your own professional development by positively engaging in appraisal activities and actively participating in appropriate training.
- d) Fulfilling First Aid responsibilities and playground supervision as detailed in school duty rotas.

**As an LSA, you are specifically responsible for:**

#### **1. Setting high expectations which inspire, motivate and challenge children by:**

- a) demonstrating a high standard of professional conduct, at all times, in line with the school vision, values and core purpose. ***Please refer to the Staff Code of Conduct for full details of expectations.***
- b) being a positive role model for pupils in relation to attitudes, values and behaviour which are expected of pupils at the school.
- c) building and sustaining positive relationships with all pupils, other professionals and parents/carers.

#### **2. Promoting good outcomes and progress for all children by:**

- a) being accountable for progress and outcomes for the individual pupils/groups you work with, including those with Special Educational Needs and Disabilities and the More Able.
- b) being aware of pupils' capabilities and their prior knowledge, and contributing to planning to build on these.
- c) demonstrating knowledge and understanding of the different ways children learn to ensure they are engaged in learning activities.

#### **3. Demonstrating good subject and curriculum knowledge by:**

- a) having a secure knowledge of the relevant subject(s) or lesson content that you deliver as part of interventions or as support within whole class lessons.
- b) demonstrating an understanding of and take responsibility for promoting high standards of literacy, through the correct use of standard English.

#### **4. Deliver well-structured lessons by:**

- a) following plans provided by the Strategic Lead for Inclusion/class teacher for a group or an individual pupil.
- b) preparing and developing additional resources to support learning as appropriate, including assisting with displays and resources in class rooms and other areas of the school.
- c) using ICT as a teaching resource for learning, both personally, and to advance pupils' learning.
- d) delivering effective interventions that support pupils' learning and development, which includes effective and sensitive communication.
- e) providing effective support and supervision for pupils as part of enrichment and off - site visits.

#### **5. Adapt teaching to respond to the strengths and needs of all children by:**

- a) having a clear understanding of the needs of all pupils, including those with additional needs through consultation with class teachers.
- b) using agreed approaches as part of teaching which enable all pupils to access learning.

#### **6. Support accurate and productive use of assessment by:**

- a) monitoring progress and feeding back to class teachers how well pupils have responded to planned learning activities.
- c) giving pupils regular verbal feedback about their learning.

#### **7. Manage behaviour effectively to ensure a good and safe learning environment by:**

- a) enforcing clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good behaviour around the school, in accordance with the school's behaviour policy.

#### **8. Fulfil whole school responsibilities by:**

- a) developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- b) taking responsibility for improving teaching through appropriate professional development.

Please also refer to our **Staff Code of Conduct** and **Expectations for LSAs**.

#### **General Accountabilities**

1. Ensure compliance with, and actively promote, the Council's Equalities and Diversity and Health and Safety policies and strategies.
2. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.

3. Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
4. Fulfil all Safeguarding requirements in line with school policy.
5. Fulfil duty of care in line with school Health and Safety policy.

***The above responsibilities and expectations are neither exclusive nor exhaustive and the LSA may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.***

### Person specification- Learning Support Assistant

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's or equivalent, including English and Maths	✓	
LSAs need to have one appropriate qualification in childcare if applying for an Early Years post.		✓
Additional SEND qualification and/or experience		✓
Certification regarding any SEND training completed		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with SEND learners	✓	
Experience of working in schools	✓	
Experience of working as part of a team	✓	
Experience planning and delivering learning activities	✓	
Experience of working with external agencies to inform good practice	✓	
Commitment and experience of working with pupils with special educational needs	✓	
KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge of SEND	✓	
Knowledge of assessments for children with SEND (PIVATS/ Pre-Key Stage Standards/ Engagement Model)		✓
Knowledge of the Education Health Care Plan (EHCP) procedures and processes	✓	
Understanding of child protection and safeguarding guidelines	✓	
Understanding of cognitive & learning delays		✓

Knowledge of the Early Years Foundation Stage and Primary National Curriculum	✓	
Knowledge of how to help adapt and deliver support to meet individual needs		✓
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓	
<b>SKILLS &amp; ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent communication and listening skills; being able to relate to people of all ages and backgrounds	✓	
Excellent literacy and numeracy skills	✓	
Ability to assess students' needs related to academic, interpersonal and independent skills	✓	
Ability to relate well to children and adults	✓	
Ability to communicate effectively both orally and in writing	✓	
Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality	✓	
Ability to share work and to work as part of a team	✓	
Willingness to participate in development and training opportunities	✓	
Ability and willingness to work in a flexible manner	✓	
Ability to write comprehensive and accurate reports and communicate clearly via emails	✓	
Ability to suggest suitable strategies for teachers to meet the needs of students with SEND	✓	
Ability to set SMART targets and assess students' progress towards their targets	✓	
Excellent digital technology skills to support in the production of learning resources to meet students' needs either within a group or individually	✓	
Ability to communicate effectively and sensitively with pupils to support their learning	✓	
Ability to work flexibly and independently to contribute to staff training to support the learning and wellbeing of pupils and staff at Beam	✓	
A warm, open and nurturing communication style		✓
A good sense of humour		✓

LSA : \_\_\_\_\_

Date: \_\_\_\_\_.

Headteacher : \_\_\_\_\_

Date: \_\_\_\_\_.