Job Description
Learning Support Assistant (LSA)

Washingborough Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Grade 3, SCP 6-9
Hours: 29.75 hours per week

- Monday: 8:30am to 12:15pm
- Tuesday to Friday: 8:30am to 3:30pm

Contract type: Permanent
Reporting to: SLT

Main Purpose

The Learning Support Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.
- To cover and lead class teaching (under supervision) as and when appropriate

- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan how they will support the inclusion of pupils in the learning activities.

Working with Staff, Parents/Carers and Relevant Professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Health and Safety

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Other Areas of Responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

The Learning Support Assistant will be required to follow school policies and the staff code of conduct.
Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Support Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities
Qualifications and Training	➢ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths ➢ First-aid training, or willingness to complete it
Experience	➢ Experience working in a school environment or other educational setting. ➢ Experience working with children / young people. ➢ Experience planning and delivering learning activities.
Skills and Knowledge	➢ Good literacy and numeracy skills. ➢ Good organisational skills. ➢ Ability to build effective working relationships with pupils and adults. ➢ Skills and expertise in understanding the needs of all pupils. ➢ 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. ➢ Excellent verbal communication skills. ➢ Active listening skills. ➢ The ability to remain calm in stressful situations. ➢ Knowledge of guidance and requirements around safeguarding children ➢ Good ICT skills, particularly using ICT to support learning. ➢ Understanding of roles and responsibilities within the classroom and whole school context. ➢ An understanding of effective teaching methods.

	➢ Knowledge of how to lead successful learning activities for a group or class of children. ➢ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support. ➢ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.
Personal Qualities	➢ Enjoyment of working with children. ➢ Sensitivity and understanding help build good relationships with pupils. ➢ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school. ➢ Commitment to maintaining confidentiality at all times. ➢ Commitment to safeguarding pupil's wellbeing and equality. ➢ Resilient, positive, forward looking, and enthusiastic about making a difference. ➢ Capacity to inspire, motivate and challenge children and young people.

For a job advert, it's often more effective to separate the essential criteria from the personal qualities you're seeking.

Essential Criteria

Qualifications and Training

- GCSE (Grade 4/C or above), or equivalent, in English and Mathematics.
- First Aid qualification, or a willingness to undertake training.

Experience

- Experience of working with children or young people.
- Experience within a school, educational or similar learning environment.
- Experience supporting, planning or delivering learning activities.

Knowledge, Skills and Abilities

Strong literacy and numeracy skills.

- Excellent verbal communication and active listening skills.
- Good organisational and ICT skills, including the use of technology to support learning.
- Ability to develop positive and effective relationships with pupils, staff and parents.
- Understanding of child development and the diverse needs of learners.

- Knowledge of strategies to support pupils with SEND and enable access to the curriculum.
- Understanding of safeguarding responsibilities and child protection procedures.
- Ability to adapt learning support to meet individual needs.
- Awareness of curriculum requirements and effective teaching and learning approaches.
- Ability to remain calm, resilient and professional in challenging situations.
- Ability to work effectively as part of a team and use initiative when appropriate.

Personal Qualities

We are looking for someone who:

- Is passionate about supporting children to achieve their full potential.
- Enjoys working with children and young people and can build warm, trusting relationships.
- Demonstrates kindness, patience, empathy and understanding.
- Has high expectations for all pupils and believes every child can succeed.
- Is committed to inclusion, equality and ensuring every pupil feels valued and supported.
- Is enthusiastic, positive and proactive in their approach to work.
- Is resilient and able to maintain a calm, solution-focused attitude.
- Can inspire, motivate and engage children in their learning.
- Is flexible and adaptable to meet the changing needs of pupils and the school.
- Upholds confidentiality and professionalism at all times.
- Shares and actively promotes the school's vision, values and ethos.
- Is committed to safeguarding and promoting the welfare of children and young people.

Desirable Criteria

- Experience supporting pupils with Special Educational Needs and Disabilities (SEND).
- Experience delivering interventions for individuals and small groups.
- Knowledge of the SEND Code of Practice and inclusive classroom strategies.
- Relevant Teaching Assistant, Learning Support Assistant or SEND qualifications.