CHERRYWOOD COMMUNITY PRIMARY SCHOOL

Job Description

Job Title: Level 3 Learning Support Assistant

Salary Scale: Grade D

Relationships

- The postholder is responsible to the Headteacher through the Inclusion Leader.
- The postholder interacts on a professional level and seeks to establish and maintain productive relationships in order to promote mutual understanding of the nature of the post.

Purpose of the Job

- To cover PPA, courses and staff sickness to achieve quality first teaching and learning.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Support Inclusion Leader in delivering targeted interventions and developing the practice of LSAs. Be an exemplary practitioner and a role model for LSAs to use as a point of reference.
- To always promote safeguarding of the whole school community.

Main Duties and Responsibilities

- Lead areas of school focus, this will involve working with colleagues and outside agencies.
- Closely liaise with class teachers to ensure effective delivery of learning and communication of appropriate information.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established school behaviour policy to foster positive relationships, anticipate and manage behaviour constructively, promoting engagement and independence.
- Support delivery of local and national learning strategies e.g. literacy, numeracy, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Establish effective relationships with parents.
- To undertake training opportunities including attending some twilight training sessions to further knowledge and develop skills.
- To lead a key area of focus across the school – supporting colleagues, preparing documentation, liaising with stakeholders and other agencies.
- To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or other designated safeguarding lead.

Other Responsibilities:

- To ensure that school policies are reflected in daily practice.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- All employees have a responsibility to undertake training and development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.