# JOB DESCRIPTION

**Learning Support Assistant - LSA**

**Responsible To:** Phase Leader

**Responsible for:** Supporting the class teacher(s) in the delivery of the curriculum and working with groups of children or individuals supporting their learning and development.

**GRADE: ALT** Grade D £19,373 – £19,948 (FTE) (38 weeks per year, 32.5 hours p/w)

**MAIN PURPOSE OF JOB**

To be based in KS1/KS2 alongside the class teachers supporting the children’s learning and development through group work and individual one to one work, embedding the Primary curriculum.

## LEVEL DESCRIPTION

The class teacher has overall responsibility for the planning and direction of the children’s care, learning and development, the post holder will be required to assist the class teacher with the above. The post holder works under the direction of the class teacher to support the children’s care, learning and development, whether with the whole class, a small group or an individual.

## INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

The next section of this job description gives specific duties that will be expected at this level. This list is not exhaustive.

The post holder will report to either the Headteacher or Deputy Head but will be under the immediate supervision of the Phase Leader.

EXAMPLES OF DUTIES AT THIS LEVEL

* Contribute to planning, implementation and evaluation of the Primary curriculum.
* Provide a warm welcome to all children and their families, with particular attention to the integration of new children.
* Assist the class teacher to organise and supervise practical activities through interacting with children and supporting their learning both inside and outside.
* Carry out and keep up to date records of assessments of children.
* Assist all children with their care, health and welfare, which includes attending to personal needs.
* Guide, supervise and allocate work of students and voluntary helpers.
* Make decisions and solve straightforward problems as they arise to support the care and education of the children and the effective day to day organisation of the class.
* Refer complex problems to the line manager.
* Contributing to own training and development.
* Preparing the classroom for lessons, setting up equipment and resources.
* Supporting the class teacher in behaviour management and adhering to the behaviour policies.
* Carrying out some administrative tasks as per the teacher such as photocopying, printing resources etc.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post in liaison with a Senior Leader.

The Governing Body is committed to safeguarding and promoting the welfare of children and young

people and expects all staff and volunteers to share in this commitment.

Signed …………………………………………..Post Holder Date………………….

Signed……………………………………………Headteacher Date………………….