



**GATEWAY SCHOOL**  
— GREAT MISSENDEN —

## **Job Description**

**Job Title** Learning Support Assistant

**Reports to** SENCO & Head Teacher

### **Hours of work**

Monday - Friday (term time) includes some early care (from 8.00am) and late care (until 6.00pm) responsibilities

### **Job Purpose**

To work under the direct instruction of teaching/senior staff, to ensure access to learning for pupils and to provide general support to the teacher in the management of pupils and the classroom.

### **Role of Learning Support Assistants**

Learning Support Assistants at Gateway School are employed to support pupils. LSAs will carry out the following tasks:

- Supporting children in lessons, individually or in groups under the direction of the class or subject teacher
- Monitoring children's educational, social and pastoral needs
- Providing one-to-one follow up work directed from a class teacher/SENCO or outside agency for example an occupational or speech therapist
- Providing daily feedback to the teacher as to whether objectives are being met in lessons where they are supporting, so as to enable a clear picture of pupils' achievements or learning needs.

LSAs may be used in the classroom to carry out any or all of the tasks below:

- Help pupils to recognise errors, check and self-correct their work
- Help children to catch up on work which they may have missed

- Scribe where children have difficulty writing
- Monitor use of personal planners/ reading record books
- Encourage pupil attention and when necessary, address behaviour issues which may distract others, enabling the teacher to focus on the whole class teaching
- Encourage the use of dictionaries and personal spelling books
- Break down and/or repeat instructions for those with short term working memories, or provide alternative explanations (auditory or visual)
- Boost confidence and morale by positive encouragement and praise
- Listen to children read
- Help children practise their spellings

### **Other activities**

- Support on school trips
- Cover - LSAs may be taken from scheduled lessons to cover elsewhere in the school, including EYFS. Obviously, unscheduled illness will mean that late decisions have to be made regarding cover.
- Support school performances/rehearsals
- LSAs attend a weekly meeting with the SENCO to feed back on the children who they support
- LSAs are allocated either outside break /lunch/ duties or inside lunch duties according to hours worked, availability of staff and constraints of the timetable
- LSAs will carry out before or after school duties
- LSAs may be required to carry out additional duties commensurate with the role and at the discretion of the Head Teacher or SENCO

### **Requirements for the Role of LSA**

- Relevant experience and qualifications, or a desire to undertake training
- Enjoyment of working with children
- The ability to work well in a team
- Effective communication skills with a range of people, including pupils, other staff, parents and the wider public
- A relevant First Aid qualification or a desire to undertake training
- Willingness to undertake wrap around care duties at the school
- Good organisational skills

- Flexibility and a positive can do attitude
- Energy and a sense of humour

**Desirable characteristics**

- An interest or expertise in a particular curriculum area
- The ability to run a club for pupils in an area of interest to you