**Shottermill Junior School**

**Job Profile:** September 2024

**Job Title:** Learning Support Assistant

(Contract A full time 32.5 hours Monday to Friday 8:30 – 3:30pm / Contract B Part-time 23.75 hours Monday to Friday mornings 8:30 – 1:15pm)

**Salary Scale Point:** SPS 3

**Responsible to:** Headteacher and the allocated Performance Appraisal Reviewer

**Job Purpose:** To work in partnership with the Class Teacher and Inclusion & Learning Support Manager (SENCo) to support learning in line with the Shottermill curriculum and our Local Offer. To uphold the Core Values and follow all policies and procedures of the school, placing best outcomes for children at the very heart of their role within our school.

**Principal Accountabilities:**

* Support the learning of individual children / or in small groups as directed by teaching or senior members of staff.
* Support pupils with a range of learning activities involving English, Maths and foundation subjects.
* Contribute to whole school development priorities.
* Support the wider life of the school and uphold our Core Values and ethos.
* Maintain a duty of care for the safety and wellbeing for all children within the school and ensure that the relevant safeguarding protocols are followed at all times.
* Undertake supervision during lunch times and break times and wherever possible, accompany educational visits.
* Supporting the Class Teacher and other members of the staff team with administrative tasks such as photocopying and organising classroom resources.
* To take a lead role on an aspect of school life to promote outcomes for pupils or improve professional development of others. Examples of expert roles might include: Young Carers Champion, Sports Lead, English as an Additional Language, Occupational Therapy, Mathletics Lead, Creative Display Lead, etc.

**Duties:**

* Establish positive relationships with pupils and follow the school’s Behaviour Management Policy to ensure they make good progress in their learning and interact well with others.
* Implement planned learning activities/teaching programmes as agreed with the Class Teacher, adjusting activities according to pupils’ responses where appropriate.
* Promote the inclusion and acceptance of children with Special Educational Needs or Disabilities within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
* To participate in planning and evaluation of learning activities with the Class Teacher, providing feedback on pupil progress, behaviour or drawing attention to specific concerns.
* Monitor and record pupil activities such as completing behaviour incident forms or diagnostic questionnaires.
* Provide encouragement and feedback to the child/children in what they are learning or how they are behaving in order to promote positive outcomes.
* Encourage children to develop positive relationships with others and to interact well with one another.
* Assist Class Teachers with the development, implementation and review of One Page Profiles and Provision Maps.
* Maintain and model high standards of written English (including correctly modelling the Shottermill Handwriting Code). Ensure a good level of Mathematical understanding in order to support pupil learning and avoid misconceptions.
* Support the use of technology in the classroom and develop pupils’ competence and independence in its use.
* Support other groups of learners by arranging/providing resources for lessons/activities under the direction of the Class Teacher (for example preparation of resources for an ECA).
* During allocated preparation time, ensure correct organisation of resources and equipment for targeted interventions, facilitating positive outcomes for children.
* Attend to pupils’ personal needs including help with social, welfare, physical and health matters, including minor first aid. The relevant First Aid training will be provided.
* Liaise with outside agencies, taking on board their recommendations and provide information about pupils as appropriate.
* Supervise pupils for limited and specified periods, including break-times / lunchtimes, when you should facilitate games and activities as well as implement the Playground Code of Conduct.
* Supervise and actively support pupils in PE lessons, particularly when the PE Teacher / specialist coaches are leading sessions onsite or at the school field.
* Scribe and read for pupils during National Curriculum assessments.
* Assist with escorting pupils on educational visits.

**General:**

* Class Teachers may allocate a small percentage of Learning Support Assistants' time to administrative duties and preparation. These duties may include:
* Filing
* Sorting pupil records
* Photocopying
* Displaying work
* Year group resource preparation
* Preparation of teacher resources
* Preparation of pupil resources
* Tidiness and management of the classroom and shared working areas

**Please note that Learning Support Assistants must not be completing extensive marking of pupil work as all formative and summative assessment should be led by the Class Teacher. LSAs should inform their line manager if they have been asked to undertake such duties which fall outside their job profile.**

* To understand and apply school policies in relation to health, safety and welfare.
* Maintain high levels of communication and understand that it is a two-way process and a shared responsibility of all those who work within the school.
* Attend relevant training and take responsibility for own professional development.
* Attend relevant meetings, as required.
* To respect confidentiality at all times and ensure that the school is actively promoted in a good light to the community it serves.
* Establish positive and professional relationships with parents or guardians and act as both a positive role model a point of contact on behalf of the school.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Performance Appraisal Reviewer.
* 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.
* It is desirable that Learning Support Assistants assist with the wider life of the school, such as volunteering at PTFA events, running ECAs or After School Clubs. If you are able to contribute to any of these activities, please inform a member of the Senior Leadership Team.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade. Learning Support Assistants may be asked to work with different children, in different classes at any time in order to meet the needs of all pupils at Shottermill. Where there are changes to the member of staff’s role in school, they will be fully consulted and supported in their new role.

**Review Date:** September 2025



**Headteacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:** \_\_01.09.2024 \_\_\_\_\_\_\_\_\_\_

**Member of staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_