



MERSTONE SCHOOL
JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT
C Post (Dependent on qualifications)

In accordance with the terms of your contract as Learning Support Assistant you are required to carry out such particular duties as the Principal may reasonably direct.

General Responsibilities

- to be actively involved in

- a. the daily routines of classes, groups or individual pupils.
- b. the delivery, monitoring and recording of pupils' educational programmes, both inside and outside the classroom.
- c. the ongoing assessment, recording and reporting of pupils progress as appropriate.
- d. preparation of materials and resources for lessons. Preparing and displaying pupils work, contributing to a stimulating working environment.
- e. ensuring that all pupils receive a high standard of physical and emotional care. Support pupils personal care and medical needs.
- f. ensuring the good conduct and behaviour of pupils. This is to be achieved through supervision and guidance of pupils and implementation of Team Teach.
- g. attend and contribute to staff or curriculum meetings and training
- h. reflecting upon and evaluating your own professional development needs, in line with personal and whole school priorities.
- i. assisting children with medical problems, e.g. taking appropriate action for unwell children and meeting their health and hygiene needs.
- j. developing a multi professional approach to ensuring pupils' welfare.
- k. support the transition of pupils into school including working between home and school.

Particular Skills/Qualities needed:

- a. Patience in dealing with children with learning difficulties, poor language skills, physical problems, and challenging behaviour patterns.

- b. Flexibility to adapt to the changing routines of the class as determined by the children's needs.
- c. Empathy and understanding of the children and their individual problems.
- d. A firm and consistent approach when dealing with the children. This has to be within the school's behaviour and handling policies.
- e. Demonstrate initiative e.g. in relation to pupil learning experiences, conduct and behaviour, care of school environment, health and safety, day to day organisation of the school community.
- f. Ability to work co-operatively with teaching staff, LSA's and other professionals as part of the team and contribute positively to the ethos of the school.
- g. To recognise and comply with practice and procedures relating to issues of confidentiality.
- h. To use ICT support and enhance pupils learning
- i. To liaise with the school designated member of staff if any child protection/ safeguarding issues arise.
- j. Liaise with medical staff to meet the needs of the pupils
- k. Demonstrate excellent communication skills and work closely with named pupils family to ensure smooth transition between home and school

This job description may be reviewed at the end of the academic year or earlier if necessary. It may also be amended at any time after consultation.

Signed: **LSA**

..... **Principal**

..... **Date**