



Balby Central Primary Academy
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Headteacher: Mrs E Cooke

'Shaping lives, building futures to be the best we can be'

Job Description for a Learning Support Assistant

Reporting to: SENDCo, Behaviour & Inclusive Practice Teacher and Headteacher

Purpose of the Job

All aspects of the job description are to be carried out within a system of supervision by qualified teachers and the Headteacher.

- Complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies
- Provide supervision, support and guidance to a number of pupils by removing barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations
- Contribute to the promotion of the well-being of children within the Academy [SEP]
- Promote and safeguard the welfare of children you teach or come into contact with
- Support children with the development of their speech, language and communication skills [SEP]

Main Duties and Responsibilities

- The Learning Support Assistant's (LSA) main role is to provide support for a pupil (or small group of pupils) with an Educational Health and Care plan, behavioural need or pupil(s) identified as needing support by the SENDCo. The LSA will ensure that the pupil(s) can integrate as fully as possible in the activities generally undertaken by the other pupils in the class and make progress.
- Duties will include running specific programmes and activities to assist the pupil's (or small group of pupils') individual learning and social needs. The LSA will be responsible for implementing the targets on the learning support plan in liaison with the class teacher and SENDCo.



- Work closely with pupils individually or in groups, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that the progress is clearly recorded and related to the learning objectives for that pupil
- Support the pupil(s) emotional and physical behavioural needs
- Aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required
- Be involved in the planning and preparation of the day to day class activities
- Organise and maintain an inclusive learning environment both in the classroom and outside
- Support the pupil(s) in the playground, being mindful of health and safety and encouraging safe interactive play
- Motivate and encourage the pupil(s) to have a go at activities they may be unsure of
- Be aware of the needs and triggers that may be applicable to the pupil(s) and dealing with any related behaviours working collaboratively with the Inclusion team and SENDCo
- Provide positive reinforcements, praise and rewards, following the Academy's behaviour policy
- Engage with challenging pupils without confrontation
- Work as part of the team to ensure that the wellbeing and personal development of the pupil(s) enhances their learning opportunities and life skills
- Attend planning meetings with the SENDCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills
- Provide regular feedback to the class teacher, SENDCo and relevant outside agencies about the pupil's difficulties and progress
- Contribute to the child's annual review by writing a brief report and attending the meeting
- Work under the direction of the Inclusion Team to ensure all of the pupil(s) personal, social and behavioural needs are met
- Foster links between home and school
- Participate in relevant professional development as deemed appropriate for the needs of the pupil(s)
- Understand and apply the Academy's policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs
- Maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of Balby Central Primary Academy
- Carry out duties as directed by the SENDCo or Headteacher

Other

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

ADDITIONAL INFORMATION

The Post holder's duties must be carried out in compliance with the Academy's policies and procedures including Child Protection and Safety Policies and the Academy's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake reasonably determined duties and responsibilities commensurate with the grading of the post and in particular as contained in the employer's guide

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought.

Balby Central Primary Academy is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment.