

Egerton Rothesay School

Job Description – Learning Support Assistant

Purpose of Job

To support and assist the staff and the school with the educational, physical and social needs of pupils.

Job Context

Learning Support Assistants provide vital support to teachers within the school. They undertake a variety of roles throughout the school and are required to be flexible as these may change from time to time. LSA's may work with an individual child, work with one particular class or form, or work within a number of different classes across different age ranges.

They will be required to develop detailed knowledge about the children with whom they work. Other duties may include helping with break-time supervision and assisting with administration. Much work will be under the direction of a Class Teacher or Headteacher but there are many occasions in which the LSA will be required to show and act upon their own initiative.

Main Responsibilities

Under the direction of the Class Teacher(s) with whom they work, the Learning Support Assistant's responsibility will include the following:

- help prepare and assist class teachers in the delivery of appropriate lessons/ activities to meet pupils' educational needs
- assist in the maintaining of records
- assist with the monitoring of academic progress of pupils
- prepare and clear away resources and materials
- display pupils' work in the classroom and undertake other organisational tasks as required
- attend out of school hours events as reasonably requested by the Headteacher
- maintain an appropriate awareness of current issues in education
- participate in further training and professional development
- assist in the supervision of break-times as reasonably requested by the Headteacher
- help to maintain a school environment that is conducive to effective educational provision
- to attend to children involved in minor accidents, incidents or matters relating to health and hygiene.
- To undertake other duties as reasonably required by the Headteacher.

Responsible to: The Class Teacher and Headteacher.