



St Matthias Academy

Job Description: LSA

Job Title	LSA
Managed By	Headteacher

Job Purpose

- To provide support for learning activities by young people on an individual or group basis, under the general direction of the line manager. In particular to coordinate literacy and numeracy interventions with pupils identified as needing extra support. This will mainly be in the form of one to one sessions with pupils.
- To support young people's academic, social and emotional development.
- To undertake the pastoral support for pupils in a class.
- To support the Behaviour Policy throughout the school.
- To contribute to developing social skills, raising self-esteem and encouraging the personal progress of all pupils in all activities.

This job description should be read in conjunction with the terms, conditions, job descriptions and Learning Support Assistant Standards (TA standards) in our school.

Key Job Outcomes

1. Support for young people's learning

Under the guidance a teacher, provide direct support for the learning of individual young people or groups of young people to achieve defined progression targets in the pupil's teaching and learning plans through

- Carrying out literacy and numeracy intervention sessions (this will form a large proportion of the role)
- Recording and reporting individual pupil progress
- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- facilitating young people's general physical, emotional and educational development
- supervising and encouraging safe behaviour of individual and groups
- reinforcement of structured learning habits

The role will specifically include:

- working with individuals for targeted intervention work
- adapting resources to ensure students from interventions are able to access the wider curriculum
- working with others on curriculum and/or student development to secure co-ordinated outcomes
- adapting resources for personalised learning in the support of young people

- to use data effectively in order to plan for students' needs, track progress and implement intervention as required
- to support a teacher with assessing young people and standardised tests
- to attend team meetings within the department, where applicable, and other meetings as necessary to perform the remit of this post
- to support marking learning, according to Academy policy
- to liaise with parents where appropriate under the direction of the lead teacher
- to engage in the MAT's appraisal and be accountable for their own appraisal outcomes as appropriate to Learning Support Assistant (TA) standards

2. Support for the learning environment

To prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- ensure the learning base environment is a welcoming, communication friendly environment
- facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the learning spaces
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of young peoples' learning plans
- support invigilation and assessment processes, following procedures and under supervision

which promotes the attainment of standards in learning progress by the school required by the Head, strategic lead and Governors, the LA and the Office for Standards in Education [OFSTED].

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual young people in attaining defined goals
- promoting effective pastoral care for individual young people, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress, identifying possible solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes eg OT and Speech and Language plans
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- contributing to the assessment by the teacher of individual young people's development through observation, record keeping, discussion with colleagues and teachers

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Learn@ MAT, and its commitment to equal opportunities.

- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards