

**LSA LEVEL 1**  
**JOB DESCRIPTION**

<b>Job Title:</b> LSA Level 1	<b>Grade:</b> B
<b>Reports To:</b> SENCO	<b>Leads &amp; Manages:</b>
<b>Role Profile:</b> Learning Support Assistant Level 1	<b>Role Profile Number:</b> 02130
<b>Hours:</b> 30 hours Monday – Friday 8.30am – 3.00pm 39 weeks per year (Term Time plus inset days)	

**Aim and Main Purpose of the Job:**

- To work in partnership with the teacher to foster effective participation of pupils in the social and academic processes of the school.

**Key Tasks and Accountabilities:**

- Working with individual or groups of children, assist in ensuring pupils are kept on task and complete activities set by teachers.
- Deal with behavioural and special needs issues in conjunction with the teacher.
- Help implement lesson plans.
- Provide feedback to pupils in conjunction with the headteacher.
- Assist the teacher with testing and assessment.
- Review progress of pupils against learning programs
- Implement curriculum policies.
- Detect signs of behavioural issues.
- Work with outside agencies
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- To undertake any other reasonable duties required of you by your line manager or any other member of the SLT.

<b>GENERAL INFORMATION</b>	
<b>Equality of Opportunity</b>	<ul style="list-style-type: none"> <li>• To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimization, harassment and bullying.</li> <li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"> <li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>• Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
<b>To Contribute as an Effective and Collaborative Member of the School Team</b>	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by any manager of the school.</li> <li>• Participating in the ongoing development, implementation and monitoring of the business plans.</li> <li>• Attend meetings as required and make a positive contribution during meetings.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>
<b>General Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• Being aware of and complying with policies and procedures and in particular health &amp; safety reporting all concerns to an appropriate person.</li> <li>• Awareness of responsibilities of the governing bodies.</li> </ul>

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE English & Mathematics (or equivalent qualification)	✓	

<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Basic literacy and numeracy skills	✓	
Strong verbal and interpersonal skills and the ability to organize and prioritize work.	✓	
Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.	✓	
Be a self-motivated individual and display initiative.	✓	
Empathy with pupils and sympathetic to their needs	✓	
Good communication skills and able to clarify and explain instructions clearly.	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Planned and organized approach to workload.	✓	
Work accurately and methodically with attention to detail.	✓	
Ability to use initiative and prioritise work.	✓	
Maintain absolute confidentiality and integrity.	✓	
Positive 'can do' approach to tasks.	✓	
Be self-motivated and driven	✓	
Keep calm in challenging situations.	✓	
Committed to personal development.	✓	
Professional in attitude and appearance.	✓	
Excellent record of attendance and punctuality.	✓	
Personable and approachable, with an enthusiastic and motivational nature and an overall passion for excellence	✓	