

**Level 3 Learning Support Assistant**

**Responsible to: Class Teacher /SENCo/Headteacher**

**All post holders at Trinity St Stephen Church of England First School are required to support the Christian values and ethos of the school.**

**Our values are: friendship, trust, wisdom, compassion, peace and fellowship**

**Our School Vision is: To be a Christian learning community where all are supported and challenged to achieve and thrive.**

This position requires the LSA to work under the guidance of teaching/senior staff to implement agreed programmes and support students in and out of the classroom. This position requires the assistant to provide occasional whole class supervision during the short-term absence of teachers. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

**Support for Pupils**

* Use specialist skills/training/experience to support pupils
* Assist with the development and implementation of IEPs
* Establish working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion of all pupils in the classroom
* Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
* Promote independence
* Provide feedback to pupils in relation to progress and achievement

**Support for the Teacher**

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work as appropriate
* Monitor and evaluate pupil’s responses to learning activities
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters
* Contribute to marking and record keeping
* Promote positive values, attitudes and good pupil behaviour, following the school behaviour policy
* Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents
* Administer and assess routine tests
* Provide general clerical/admin support

**Support for the Curriculum**

* Implement agreed learning activities and adjust appropriately
* Support the use of IT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources

**Support for the School**

* Be aware of and comply with all school policies and procedures
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings
* Undertake First Aid duties in line with qualification/training received
* Perform duties in line with Health and Safety rules and inform class teacher and senior staff where hazards are identified
* Participate in training and other learning activities and performance development as required
* Assist with supervision of pupils out of lesson time, including lunchtimes
* Accompany teaching staff and pupils on visits and trips
* Take on any other activity that may be reasonably asked of you by your class teacher of the Head teacher

Signed:

Date: