



RAVENSWOOD SCHOOL JOB DESCRIPTION

SUPPLY LEARNING SUPPORT ASSISTANT GRADE: JG3 (Point 14-17)

JOB PURPOSE:

To promote and support the school in fulfilling its aims, acting as an integral part of the school staff team. To promote pupil achievement within the school by providing support for pupils' learning, welfare and emotional needs.

JOB CONTEXT:

To work under the direction of the teacher to provide teaching and learning support to pupils. Accepting the responsibility to deliver planned programmes to a whole class as required on a casual basis.

OBJECTIVES:

- To contribute to raising standards of pupil achievement.
- To assist in maintaining the classroom ethos and a consistent approach to teaching and learning.

MAJOR RESPONSIBILITY AREAS:

- A – support for pupils, individually, in small groups and whole class situations
- B – support for the teacher in planning, teaching and assessing
- C – support for the school community

KEY TASKS:

1. To provide appropriate level of support needed by pupils to promote independent learning.
2. To contribute to the planning, monitoring, assessment and reporting cycle for age range.
3. To deliver individual or small group sessions as planned by the teacher.
4. Co-operating in performance management and taking responsibility for continuing professional development.
5. To contribute to overall aims and objectives of the school, working within agreed policies and procedures.
6. Undertaking any professional duties as reasonably determined by the Headteacher

GUIDANCE ON LSA JOB DESCRIPTION – JG3

1. Involves:

- Building positive relationships with children
- Anticipating potential difficulties with accessing learning
- Monitoring children's progress and feeding back to the teacher
- Praising/encouraging children's achievements
- Making positive interventions to move children's learning forward
- Having high expectations of on-task behaviour and presentation
- Promoting the school code of conduct
- Using initiative and being pro-active in promoting children's' learning
- Working with individual or groups of children towards targets as identified in IEPs.
- Attending to personal needs and physical management programmes of individual pupils, integrating these into their learning programme.
- Delivering pre-planned programmes to individuals and small groups.

2. Involves:

- Being familiar with long and medium term plans for age range
- Sharing views and observations on success of lessons, children's responses
- Being familiar with planning documents appropriate to age range, in particular, Schemes of Work, National curriculum, Early learning goals, Literacy & Numeracy strategies
- Using ICT to support learning

3. Involves:

- To interpret teacher's planning and deliver session matched to pupils learning needs, adapting plans as appropriate to the session.
- Providing feedback to the teacher on success of session

4. Involves:

- Self evaluation and reflection
- Identifying areas for development and setting personal targets to improve
- Partaking in relevant development opportunities and demonstrating in daily work plan.
- Developing and maintaining professional relationships with other professionals, parents and carers.

5. Involves:

- Keeping yourself informed of school policies and procedures as per school policy file, staff handbook and in minutes of meetings
- Helping maintain an orderly environment, practising good standards of health & hygiene.
- Undertaking playground supervision.
- As requested, supervising pupils during assembly, fund raising events, school outings and other extra curricular activities undertaken during the normal school day.
- Communicating effectively with parents.
- Playing an active role in maintaining a stimulating organised environment.