

Stewards Academy



Job Description

Position: Learning Support Assistant

Line Manager: SENCO

Performance Management Reviewer: SENCO

Teaching & Learning – the role within the classroom

- Helping prepare for learning (assisting with resources, creating a stimulating learning environment)
- Participating in lessons, supporting teaching
- Pursuing the learning objective with groups of children (or individually if needed) guiding, supporting, explaining, modelling, correcting, questioning, assessing understanding throughout the lesson
- Checking progress, feeding back to children and teacher
- Adapting / re-shaping the activity according to need
- Seeking guidance from the teacher if needed
- Managing behaviour according to policy (rewards, consequences)
- Actively helping maintain a calm, positive atmosphere and promoting good learning behaviour.

Other duties

Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community

Comply with, support and promote school policies and procedures, particularly those relating to safeguarding, equalities, health and safety confidentiality, behaviour and data protection, reporting concerns to the Headteacher

Keep records and make reports on the personal and social needs of pupils

Communicate and co-operate with other agencies to support the educational development, general progress and well-being of individual pupils and participate in meetings arranged for any purposes described above.

Communicate and consult with parents and carers of pupils.

Participate in whole-school staff meetings which relate to the curriculum, administration or organisation of the school.

Training and Development

- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- Participate in performance management reviews in line with school policy
- Engage in coaching and mentoring as requested by the leadership of the school

Professional Conduct

- An LSA is expected to demonstrate consistently high standards of personal and professional conduct.

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Helen Ginger
Headteacher
October 2023**