



Wildmoor Heath School
Lower Broadmoor Road
Crowthorne, Berkshire RG45 7HD

Headteacher: Mrs L Semper
Deputy Headteacher: Mr R Thomas

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JOB DESCRIPTION

Job Title: Learning Support Assistant (LSA)	Grade/Salary Range: BG-J (SP 3-6)
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JOB PURPOSE

To serve as a Learning Support Assistant in Wildmoor Heath School, working with different classes and with different groups of children to help achieve the school's strategic goals.

MAIN DUTIES AND RESPONSIBILITIES

Under the guidance of teaching/senior staff:-

- Supervise and provide support and access for pupils across a range of learning activities, recognise and respond to individual needs using specialist skills/training/and experience and assist with the development and implementation of work programmes.
- Promote inclusion, establish constructive working relationships with pupils, act as a role model set high expectations and provide feedback on progress and achievement.
- Monitor, evaluate and record pupil progress and report as required.
- Deliver learning sessions structured to agreed plans.
- Mark pupils' work and record progress and administer tests.
- Organise and maintain the appropriate learning environment, take responsibility for aspects of class organisation and display and prepare and maintain a range of resources and specialist equipment.
- Assist with lesson planning and evaluating and amending those plans as required.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents according to established policy and encourage pupils to take responsibility for their own behaviour.
- Implement learning activities and strategies e.g. literacy, numeracy. Key stage 3 early years.
- Use ICT in learning activities and develop pupils' competence in its use.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school and Greenshaw Learning Trust's equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, establish constructive relationships with other agencies, in liaison with the teacher, to support the progress of pupils and participate in regular meetings as required.

- Be aware of and take part in the school's performance management framework, recognise own contribution and expertise to support and advise others and assist and participate in the training and development of staff as required.
- Provide for the pupil welfare / personal care both individually and in groups and ensure their safety. This could include the administration of medicines to pupils.
- Undertake any other similar duties as required.
- The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.