



LEAD LSA AND COVER MANAGER JOB DESCRIPTION

Purpose of the Job:

- To lead the work of the LSA Team
- To support the SENCO with the Performance Management of LSAs
- Work with the SENCO to organise intervention programs across the school
- To consult with Headteacher and SENCO/Assistant Head/School Business Manager to organise training for the LSA Team, as required
- To monitor activity of the LSA Team and participate in weekly teachers' staff meetings and provide feedback at the weekly LSA meetings
- To attend Governing Body meetings, as required
- To provide support for the Head Teacher and Leadership Team, as required
- To work alongside the class teachers – both in planning and implementation of lessons
- To prepare and deliver lesson content under the direction the class teacher both in the class and virtually
- As directed by the SENCO, to be involved in the assessment, recording and reporting on the development, progress and attainment of identified pupils across the school
- To provide feedback on the lesson and mark work as directed by the class teacher in line with the marking policy of our school
- To assist the class teacher in the role of Learning Support Assistant across the school
- To work with groups or individual children, as required
- To provide teaching cover for class teachers, both planned and impromptu
- To liaise with School Business Manager and Office Manager for the booking of class supervision and cover.

Duties and Responsibilities:

Support for Teachers

- Provide support to the Year Leader in the smooth running of the Year Team, and support for other members of the team, as directed by the Year Leader
- To help organise and manage engaging learning environments, including display across the Year Group
- To use learning and teaching objectives to work with the class teacher to evaluate and adjust lessons/work, as appropriate
- Monitor and evaluate children's responses to learning activities through a range of assessment and monitoring strategies against learning objectives, and to record according to school procedures.
- Provide objective and accurate feedback and informal reports, as required, on the children's achievement, progress and other issues, ensuring the availability of evidence, for example prior to Parents' Evening and report writing
- To provide feedback and to mark work of the children following a lesson, in line with our school marking policy
- Be responsible for recording progress and achievement in lessons /activities systematically and providing evidence of range of progress and attainment.
- Establish a clear framework for discipline, in line with the school policy.
- Anticipate and manage behaviour constructively, promoting self control, confidence and independence in line with our school Behaviour Policy.

- Support the role of parents in children's learning and to provide constructive feedback on pupil progress.
- Monitor and keep records of the progress of children on interventions and feedback on termly basis to the SENCO
- To have an understanding of the issues surrounding 'Keeping Children Safe in Education'
- Communicate clearly and swiftly safeguarding concerns and directly report these to a DSL (Designated Safeguarding Lead)

Support for Children

- Assess the needs of the individuals and use specialist skills to support the children's learning
- Under direction of the class teacher, take responsibility for the progress of pupils
- Establish a successful working relationship with the children, acting as a role model and setting high expectations
- Promote inclusion and acceptance of all individuals in the classroom
- Support the children consistently whilst recognising and responding to their individual needs
- Encourage the children to interact and work co-operatively with others and engage all children in all activities promoting active listening skills, taking turns and respecting others views
- Promote independence and employ strategies to acknowledge learning habits, resilience, self-regulation and managing distractions
- Provide constructive feedback to the children
- Model and provide opportunities to highlight our Learning Values and TERRIFIC values

Support for the Curriculum

- Assist with the management of Reading Plus, Reading Eggs, Mathletics, TT Rock Stars assessing and monitoring progress and feedback to leaders, class teachers and parents. Take actions as appropriate
- Deliver learning activities to the children, adjusting them in according with the individuals needs
- Use IT effectively to support learning
- Select and prepare resources necessary to lead the activities
- Deliver the lesson content by the class teacher, as directed
- To attend weekly staff meetings and team meetings or INSET and staff training, as required

Support for the School

- Comply and assist with all the school policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting concerns to appropriate persons
- Exemplify the overall school ethos, values, aims and objectives in practice
- Establish constructive relationships with outside agencies to support the individuals as required
- To set a good example in terms of dress, punctuality and attendance
- To attend Year Group Curriculum events and liaise with Year Leader to help with the organisation of these
- To participate in the wider life of the school, for example clubs and PTA events
- To be proactive in matters in relation to Health and Safety
- Provide record of activities for LSA Team to enable monitoring and reporting to the Governing Body
- This job description will be reviewed on an annual basis and may be subject to change in consultation with the post holder.