



## The Holy Trinity Church of England Secondary School

### Job Description

<b>Role:</b>	Entry Level Learning Support Assistant (LSA)
<b>Salary:</b>	NJC Grade 3
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full-time, TTO including INSET days. 37 hours per week: Monday-Thursday 08:30-16:30 and Friday 08:30-16:00. Part-time hours by negotiation.

<b>Reporting to:</b>	Line Manager
<b>Purpose:</b>	Extend the Leadership of the Headteacher. Create the <b>opportunity</b> and <b>capacity</b> for all members of the school community to learn. Support all Key Stages across the curriculum as required by the current timetable. Embody the Christian ethos and underpinning elements of the school.
<b>General:</b>	This generic job description is not intended to be comprehensive. Specified priorities will be agreed for individuals members of staff with their Line Manager on an annual basis. Details of the initial focus will be given in the job details for the post. It will be reviewed annually but can be modified in the interim following negotiation.
<b>Conditions of Service:</b>	Reference should be made to the specific provisions referred to in this job description.

<b>Key Accountabilities</b>	<b>Key Actions</b>
<i>Meet the core professional standards as found in Keeping Children Safe in Education (reviewed annually)</i>	<ul style="list-style-type: none"> <li>• Commit to safeguarding and the promotion of welfare and equal opportunities amongst all students and colleagues</li> <li>• Follow all of the policies and guidelines as set out by the school</li> <li>• Carry out regular duties as per the duty rota</li> </ul>
<i>Enable students within your care to have the opportunity to fulfil their potential in all Key Stages across the curriculum or as required by current timetable</i>	<ul style="list-style-type: none"> <li>• Have high expectations of students including a commitment to ensuring that progress is positive and they can achieve their full potential</li> <li>• Know how to use and adapt a range of learning and personal support strategies, in order to personalize learning to provide opportunities for all learner to achieve their potential</li> </ul>
<i>Improve the capacity of students within your care to fulfil their potential</i>	<ul style="list-style-type: none"> <li>• Establish a fair, respectful, trusting, supportive and constructive relationship with students</li> <li>• Establish positive relationships with parents and carers</li> </ul>

	<ul style="list-style-type: none"> <li>• Support, develop and intervene with students as appropriate</li> <li>• Develop the cultural capital of the students in your care.</li> </ul>
<i>Support for students</i>	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> <li>• Supporting the LSA team to supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.</li> <li>• Setting challenging and demanding expectations and promote self-esteem and independence.</li> <li>• Providing feedback to students in relation to progress and achievement under guidance of the teacher.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>• Assisting with the development and implementation of Learning Guides, Student Passports and Personal Care Programmes.</li> <li>• Establishing constructive relationships with students and interacting with them according to individual needs.</li> <li>• Promoting the inclusion and acceptance of all students.</li> <li>• Encouraging students to interact with others and engage in activities led by the teacher.</li> </ul>
<i>Support for the teacher</i>	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> <li>• Using strategies, to support students to achieve learning goals.</li> <li>• Monitoring students' responses to learning activities and accurately record achievement/progress as directed.</li> <li>• Providing detailed and regular feedback to teachers on students' achievement, progress, problems etc.</li> <li>• Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>• Establishing constructive relationships with parents/carers.</li> <li>• Administering routine tests, invigilating exams and undertaking routine marking of students' work.</li> </ul>
<i>Support for the Curriculum</i>	<p>This will involve:</p> <p>Core Duties</p>

	<ul style="list-style-type: none"> <li>• Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.</li> <li>• Supporting the use of ICT in learning activities and develop students' competence and independence in its use.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>• Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting students in their use.</li> </ul>
<p><i>Support for the School</i></p>	<p>This will involve:</p> <p>Core Duties</p> <ul style="list-style-type: none"> <li>• Participating in training and other learning activities and performance development as required.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>• Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.</li> <li>• Contributing to the overall ethos/work/aims of the school.</li> <li>• Appreciating and supporting the role of other professionals.</li> <li>• Attending and participating in relevant meetings as required.</li> <li>• Assisting with the supervision of students out of lesson times, including before and after school and at lunchtime.</li> <li>• Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.</li> </ul>

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.