



Lead Learning Support Assistant

Job Description

1. JOB TITLE	Lead Learning Support Assistant
2. GRADE	6/SO1
3. SUPERVISED BY	Assistant Principal
4. SUPERVISION EXERCISED:	Learning Support Assistants or specialist area
5. CONTACTS:	Internal: Governors, staff, and students External: External agencies, students, parents, schools, and colleges.

Key objective of the role:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording, and reporting on students' achievement, progress, and development whilst promoting compassion approach trauma informed practices.

Responsible for the management and development of learning support assistants including allocation and monitoring of work, appraisal, and training. LSAs will be responsible for implementing academic targets in liaison with the class teachers and the SENCo.

Main responsibilities:

Support for students:

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Develop and implement learning plans.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- To ensure students have access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g., worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies through consultations with the LSA team.
- To provide regular feedback to teachers and the SENCo and, where necessary, relevant agencies about any student's difficulties and progress.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Coordinate and monitor work for students (sometimes working with third parties) unable to access work onsite e.g., assignments for students who have been suspended or who require online learning.
- To coordinate praise and rewards to students, ensuring LSAs actively promote and participate in the recognition and celebration of student achievements through an array of award programmes.
- Provide feedback to students in relation to progress and achievement.

Support for teachers:

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, planned challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.

Support for the curriculum:

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.

- Deliver learning strategies e.g., literacy, numeracy, KS1, KS2, KS3, KS4, KS5 and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies through consultations with the LSA team.
- To provide regular feedback to teachers and the SENCo and, where necessary, relevant agencies about any student's difficulties and progress.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the school:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise your own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work conducted in class.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all child protection procedures outlined in the school's safeguarding policy.

Line management responsibilities where appropriate:

- Under the guidance of the Assistant Principal ensure the effective team working and line management of the learning support assistants in promoting high levels of professional conduct and the effective use of resources.
- Ensure the effective utilisation and timetabling of learning support provision, coordinating all activities and workloads.
- Ensure all new staff fully inducted into classroom roles and responsibilities and all policies and procedures related to the school and the organisation.

- Conduct performance reviews of staff and observations of support activities implementing and reviewing action plans as required.
- To hold regular meetings to support goal setting and personal skills development.
- Develop and enhance expertise in supporting students with complex social, emotional, and mental health needs by attending training and working alongside relevant internal and external professionals such as psychologists and therapists.
- Ensure that specialist skills are used effectively to promote learning so that students achieve as much as they can.
- Deliver and cascade training to the learning support assistant team.
- Undertake recruitment/induction/appraisal/training/mentoring for other learning support assistants.

Additional responsibilities:

- Contribute towards the planning, development and organisation of the SEN policies and procedures.
- Work within the established behaviour policies to anticipate and manage behaviour constructively, promoting self-control and independence.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Playing a full part in the life of the school community, supporting its distinctive ethos, and encouraging staff and students to follow this example.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
- Carry out administrative tasks related to courses and attend meetings as required by Senior Leadership Team.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- Support the marketing of courses both inside and outside the OHC&AT including attendance at open events. This will involve flexible working (i.e., occasional evenings).
- Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, Data Protection, Child and Vulnerable Adult Protection, Financial regulations, and Quality frameworks. To report any concerns to the appropriate person.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

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Person Specification

This person specification will be used for recruitment to the Lead Learning Support Assistant. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

Criteria	Essential	Desirable	Assessment
GCSE grade C or Level 2 equivalent functional skills in English and Maths	√		Application form and certificates
Foundation degree or Level 5 relevant qualification/skills		√	Application form and certificates
Can use ICT effectively to support learning	√		Application form/interview question
Experience of working with students with social, emotional, and mental health needs.	√		Application form/interview question
Phonics trained to support learners		√	Application form/interview question
Excellent classroom and behaviour management skills.	√		Interview task
Commitment to the safeguarding of all learners	√		Application/Interview
An ability to understand the principles of learning processes and barriers to learning.	√		Application form/interview question
The ability to work effectively as part of a team, but also to use initiative within the guidelines set by teaching staff with tact and diplomacy.		√	Application form/interview question
The ability to recognise and be sensitive to the individual needs of students.	√		Interview question
Evidence of proficient Information Technology skills and the confidence and willingness to use and develop them	√		Application form/interview question

Effective and professional communication skills with the ability to engage young people.	√		Application form/interview question
A willingness to increase own knowledge and understanding of teaching and learning.	√		Interview question
Committed to reflecting on own performance, seeking, and accepting constructive feedback and learning from own experiences	√		Interview question
Highly adaptable and flexible.	√		Interview question
Ability to work in a way that promotes the safety and wellbeing of students.	√		Application form/interview question
Current driving licence and own transport.		√	Application form/interview question

As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates.

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.