

# Job Description and Person Specification

## Learning Support Assistant

### JOB DESCRIPTION

<b>JOB TITLE</b>	Learning Support Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The Burgess Hill Academy
<b>GRADE AND HOURS</b>	West Sussex Single Status Grade 4 27 hours per week, term time only plus Inset Days
<b>RESPONSIBLE TO</b>	SENCO
<b>MAIN PURPOSE OF THE JOB</b>	To provide support in the classroom and work with specific students across the curriculum.
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	<b>Provide support to students in-class to enable them to achieve their full potential. The students can be of all abilities up to GCSE level, across all subject areas.</b>
	Following an agreed timetable, work alongside students to support their needs in the classroom.
	Work with students with SEN to enable them to access the curriculum by differentiating tasks.
	Establish productive working relationships with students, acting as a role model and setting high expectations.
	Promote independence and employ strategies to recognise and reward achievement and self-reliance.
	Provide 1:1 support to students, where required.
<b>2</b>	<b>Liaise with teaching staff of the relevant subjects about how they wish to organise support.</b>
	Ensure that teachers are aware which lessons you will be attending and advise them of any pre-planned absence.
	Liaise with teaching staff and discuss students' needs to ensure that the tasks set are adapted correctly.
	Maintain a log of lessons, noting specific concerns / progress of the students and discuss with teaching staff, as required.

<b>3</b>	<b>Liase with the SENCO to ensure that the students' need are met</b>
	Advise the SENCO of any specific observations / concerns.
	Contribute to the implementation of Individual Support plans.
	Provide 1:1 / small group tutorial support, where appropriate.
<b>4</b>	<b>Provide support in the Haven</b>
	Supervise break and lunch times as part of a rota of duties.
	Monitor and encourage social interaction and the development of social skills.
<b>5</b>	<b>Administration related to the role.</b>
	Prepare work and activities for students in advance of lessons (within employed hours), where required.
	Check emails and Microsoft Teams communication regularly.
	Work within the guidelines of The Burgess Hill Academy's Effective Partnership between LSAs and Teachers.
	Provide invigilation support in exams and controlled assessments, if required. This may also involve acting as a reader / scribe.
	Undertake other reasonable duties as directed by the SENCO.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: 20.04.22**

#### **Additional Information**

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Minimum of GCSE level Maths and English at Grades A* - C (or equivalent).</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working within a school or with young people would be desirable.</li><li>• IT skills, including Microsoft Office (Word, Excel) are essential.</li><li>• Experience of working with SIMS would be an advantage, although training would be given.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Strong Interpersonal and communication skills, with the ability to form effective working relationships with students and staff.</li><li>• Excellent organisation skills with the ability to work under pressure, dealing with conflicting demands and interruptions</li><li>• Ability to work in a discreet and sensitive manner.</li><li>• Ability to work as part of a team as well as unsupervised.</li><li>• Passionate about advocating for children/young people with SEN and a willingness to develop knowledge.</li></ul>