

## **Job Description: Learning Support Assistant**

<b>Post Title:</b>	Learning Support Assistant
<b>Salary/Grade:</b>	Hay Grade 5 (points 6 to 13)
<b>Working time:</b>	34 hours per week for 39 weeks a year
<b>Reporting to:</b>	SENDCo

### **Purpose:**

To provide assistance in the teaching and learning of children under the supervision of the class teacher, and ensuring pupils access the full range of facilities, activities and opportunities at the school.

This postholder must maintain strong communication, organisational, and interpersonal skills, as well as a good understanding of the four broad areas of SEND and the impact on learning.

### **Specific responsibilities:**

#### **Student Support:**

- Provide individualised support to students with SEND, both in and out of the classroom.
- Assist students in accessing the curriculum and adapting materials as needed.
- Support and advocate for students who may have differences or difficulties in communication skills, social interaction, and independent learning skills.
- Help students manage sensory sensitivities and implement strategies to reduce anxiety or behavioural challenges.
- Foster a safe and inclusive learning environment, promoting positive behaviour and emotional well-being.

#### **Collaboration and Communication:**

- Collaborate with teachers, therapists, and other professionals to develop and implement Individual Education Plans (IEPs) for students.
- Attend IEP meetings and provide input regarding student progress, needs, and goals.
- Maintain regular communication with parents/guardians, providing updates on student progress, challenges, and strategies for support.
- Work as part of a team to ensure consistency and continuity of support for students with SEND.

**Instructional Support:**

- Assist teachers in preparing and delivering differentiated lessons and learning materials.
- Provide in-class support, including small group instruction and one-on-one assistance, as needed.
- Adapt teaching strategies and techniques to meet the needs of students.
- Utilise appropriate assistive technology and visual supports to enhance student learning.

**Record Keeping and Documentation:**

- Maintain accurate and up-to-date records of student progress, behaviour, and interventions.
- Document and report any incidents or concerns to the appropriate staff members.
- Complete administrative tasks, such as attendance recording and data collection, as required.

**General:**

- To actively promote the safety and welfare of our children and young people
- To carry out active duties around the school to ensure that the highest standards of behaviour are upheld
- To participate in any stakeholder-facing requirements in line with the expectations of the SEND Team
- To liaise with colleagues and external contacts with care, confidence, tact and diplomacy
- To work with colleagues from other schools in the Trust network, to establish good practice throughout the network.
- To carry out any duties and responsibilities assigned as reasonably directed by the Headteacher.

<b>Person Specification</b>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>▪ 5 GCSEs Grades 4+/C+ including English and Maths (Essential)</li> <li>▪ A level/Level 3 academic qualifications (Desirable)</li> <li>▪ Degree Level Qualification (Desirable)</li> </ul>	
<b>Knowledge, Skills and Experience</b>	
<ul style="list-style-type: none"> <li>▪ Experience in working in the role of an LSA (Desirable)</li> <li>▪ A minimum of one year experience of working with children (either paid or unpaid capacity) preferably in an education setting.</li> <li>▪ Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour</li> <li>▪ Strong, fluent use of English language that is clear and easy to understand for pupils with communication difficulties.</li> <li>▪ Previous experience working with individuals with SEND, preferably in an educational setting.</li> <li>▪ Knowledge of autism spectrum disorders, associated learning difficulties, and appropriate teaching strategies (Desirable)</li> <li>▪ Strong communication and interpersonal skills to build relationships with students, parents, and colleagues.</li> <li>▪ An understanding of safeguarding procedures and the ability to maintain a safe and secure environment for students.</li> <li>▪ Ability to build and maintain effective relationships through excellent interpersonal skills</li> <li>▪ Ability to work under pressure, maintaining a high sense of perspective</li> </ul>	
<b>Professional Behaviours</b>	
<ul style="list-style-type: none"> <li>▪ Patience, empathy, and the ability to adapt your approach to meet the unique needs of each student.</li> <li>▪ Committed to improving outcomes and provision for all students</li> <li>▪ Good organisational skills and the ability to manage time effectively.</li> <li>▪ Professional, approachable and inclusive</li> <li>▪ Positive, motivated and adaptable in the busy setting of a school environment</li> <li>▪ Calm and professional under pressure</li> <li>▪ Strong team player</li> <li>▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion</li> <li>▪ Understanding of the importance of confidentiality and discretion</li> <li>▪ Willingness to participate in Continuous Professional Development</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>▪ The right to work in the UK</li> </ul>	

## **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher. The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder.

All staff must participate in the school's Appraisal process.

*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*

*The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.*

*We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.*