**Job Description**

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| **Post Holder** |  | **Salary / Scale** | **C**  |
| **Post title** | **Learning Support Assistant**  |
| **Accountable to:**  | **SENCO, Assistant Headteacher (Line Manager of Learning Support), Headteacher** |  |  |

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| **Purpose:**  | To support students with physical, emotional and learning difficulties through in-class support and individual programmes across the curriculum, including withdrawal support (1:1 or small group). To have a particular focus and experience for the development of literacy skills, especially in preparation for GCSE or other KS4 qualifications.**To fulfil and meet the responsibilities set out for teachers in the current DfE ‘Keeping Children Safe in Education’ and current DfE ‘The Prevent duty’.** |
| **Reporting to:**  | SENCO  |
| **Liaising with:**  | SENCO, HLTA, Senior LSA, Class teachers, Headteacher, external agencies as necessary and any other staff. |
| **Disclosure level:**  | Enhanced |
| **MAIN CORE DUTIES** |
| **Successfully fostering the participation of students in the social and academic practices of the school** | * Supervising and assisting small groups of students in activities set by teachers (which could include off-site activities)
* Developing students’ social skills by encouraging positive interaction
* Consistently and fairly implementing behaviour management policies
* Spotting early signs related to child protection, bullying or disruptive behaviour
* Helping the inclusion of all children
* Keeping children on task
* Supporting children to raise their self-esteem
* Supporting young people in preparation for GCSE English, particularly in the overlearning of skills required for GCSE examinations and the Literacy focus of papers.
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| **Enabling students to become more independent learners** | * Assisting students in educational tasks
* Freeing up the teacher by working with small groups against plans produced by the teacher
* Assisting students with sensory and physical needs (including medical and welfare requirements) which will include physical assistance pushing certain students who require a wheelchair.
* Assisting students with their revision and helping struggling students with their motivation as they approach examinations
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| **Helping to raise standards of achievement for all students** | * Assisting the teacher to help children understand the aims, content strategies and intended outcomes of a lesson
* Assisting the teacher in testing and assessment activities
* Recording observations on child behaviour and progress as directed by the teacher or SENCO
* Providing support for different groups of children during the delivery of the curriculum
* Enabling the teacher to undertake a more advanced range of learning activities (e.g. Teacher working with small group whilst LSA works with the rest of the class)
* Participating in targeted interventions such as reading or spelling programmes
* Allowing children to work independently and without interruption
* Making and displaying simple teaching aids
* Preparing classroom materials (e.g. Preparing work, books, setting up equipment, routine administrative tasks) under the guidance of the teacher but not to the detriment of children’s independence
* Communicating with and providing regular feedback to teachers and to the SENCO (e.g. On student performance, learning obstacles, effectiveness of teacher guidance for particular students)
* Helping with departmental administration under guidance of the SENCO
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| Such others duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post. |
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| **Other specific duties and additional responsibilities**  | * To uphold the school’s values, vision and ethos
* To follow the school’s policies and practices in your day to day working practice

To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example; To actively engage in the Performance Management process and continue personal development; To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |
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| **Intellectual Property Rights** | All work in the form of curriculum resources and SOW and any other materials produced for students or staff whilst an employee at Hounsdown, remains within the ownership of the school. As such the school can determine whether this work is shared with others outside of the school. Upon leaving a copy of the work and materials should and must be left within the school (electronically or hard copy). |
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| **Child Safety** | We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school’s Safeguarding & Restraint Policy and practice is adhered to at all times;To be responsible for implementing and embedding the school’s safeguarding, child protection and whistleblowing policy & practice, alerting the appropriate colleagues or school’s Designated Safeguarding Lead to welfare and safeguarding concerns.This is to remind staff about the expectation to inform the school where the relationships and associations, both within school and out of the workplace (including online), may have implications for the safeguarding of children in the school. Also to remind staff that if their circumstances change in this regard they inform the school via the Headteacher. Any matters raised will be dealt with confidentially and sensitively.  |
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| **Health & Safety** | To be responsible for following the school’s Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns;To be responsible for completing health & safety training as required;To be responsible for the annual completion of your working area’s risk assessment where required. |
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| **Training**  | Work Station Assessment Willingness to undertake further training in developing literacy skills and in preparing students for GCSE English assessmentWillingness to work with English Department to deliver a KS4 literacy programme under teacher/SENCO guidance. |

*September 2021*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Selection Criteria for Post of:****Learning Support Assistant**  |  |
| **Qualifications**Proven literacy and numeracy skills (equivalent to O’ Level or GCSE grades C and above) (E) |  |
| **Experience** |  |
| **Skills and Abilities**Experience of working with children in a school or similar environment (D)Ability to empathise with students and be sympathetic to their needs (E)Good communication skills and ability to clarify and explain instructions clearly to adults and children (E)Firm, sensitive and effective approach towards student discipline in accordance with Schools Behaviour for Learning policy and practice (E)Good organisational ability (E)Ability to work with the teacher in the delivery of teaching activities (E)Ability to apply knowledge and skills from training (e.g. in behaviour management, ICT) in practical classroom context and, where necessary, spread techniques and expertise to other LSAs) (E)Flexibility in relation to tasks undertaken and groups/children allocated (E)Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts with the school (e.g. parents, Governors, education psychologist, speech therapist) (E)Ability to motivate and encourage children appropriately (E)Ability to work independently and with initiative (E)Ability to maintain discretion and respect for confidentiality at all times (E)Understanding of the safeguarding of children practice and legislation (E)  |  |
| **References**Receipt of two supportive references without identification of areas of concern (E) |  |
| Meet and can fulfil the job description (E)Understanding of Safeguarding practice and DFE requirements (E)Excellent attendance and punctuality (E) |  |