

Job Description

Job Title:	Learning Support Assistant
Location:	Alde Valley Academy, Seaward Avenue, Leiston, Suffolk, IP16 4BG
Reporting to:	SENDCO
Prepared date:	May 2022

Job Purpose

The LSA, with the support of the SENDCO, will provide support and professional guidance in the area of SEND in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all of these students.

Main Duties and Key Responsibilities

The duties outlined in this job description may be modified by the Headteacher, in consultation with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. Teaching and Learning

- Support the identification and adoption of the most effective teaching approaches for students with, specific learning difficulties.
- To scaffold, challenge learning and engage learners to enhance their learning experience.
- Support timetabled intervention groups and classes as appropriate.
- Collect and interpret specialist assessment data gathered on students and use to inform practice.
- Work with students, subject leaders, class teachers with tutorial/pastoral responsibilities to support realistic expectations of behaviour and achievement is set for students.

2. Recording and assessment

- Collect and interpret specialist assessment data.
- Support the SENDCO in improving the effectiveness of provision for students.
- Support the understanding of learning needs and the importance of raising achievement amongst students.
- Collate SEN transition data and organise SEN files.
- Work with the SENDCO to update a provision map and the departmental development plan.

Other Responsibilities:

- Assist with the development of the student passports.
- Assist with updating SIMS to ensure SEN information is up-to-date at all times.
- To record incidents of concern on CPOMS
- Liaise with the other LSAs/HLTAs and Examination Co-Ordinator with regard to any special arrangements required for certain candidates
- Liaise with the SENDCO to allocate support for targeted students with EHCPs according to LA funding levels and individual need.
- Inform the SENDCO of changes to individual student support so that the SEN register remains current.
- Attend appropriate annual reviews for EHCP students as directed by the SENDCO.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Waveney Valley Academies Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I have received a copy of this job description and acknowledge that it forms part of the terms and conditions of my contract of employment with Waveney Valley Academies Trust.

Signed:

Name (please print):

Date:

Waveney Valley 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 in every aspect of their work.

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