



Role Profile Learning Support Assistant

Accountable to:	Deputy SENDCO
Accountable for:	N/A
Location:	Oathall Community College
Grade:	4 – SCH19

Job Summary

A non-teaching post mainly based in the classroom supporting students with a variety of special educational needs.

Main Responsibilities

Classroom Support

- Provide individual assistance to pupils to enable them to achieve full potential.
- Work alongside individuals with SEN to support their needs in a classroom where a teacher is teaching all the students.
- Enable students to access the curriculum by reading, scribing, reprocessing information so that it is accessible for the student.
- Work on a 1-2-1 basis or with small groups to assist students with special needs.

Individual Student Support

- Encourage and motivate individual pupils.
- Encourage thinking skills
- Use verbal encouragement and reward to help motivate students to make progress.
- Adapt tasks for individual pupils through liaison with teaching staff.
- Consider tasks set by teachers and differentiate them to meet the needs of the student/s
- Liaise and discuss a students needs with a teacher to ensure task set are adapted correctly.

Pupil independence and social skills.

- Deal with students who experience distress in certain circumstances. Help to establish causes/triggers, develop coping strategies and develop social skills.
- Assist pupils to integrate into the College situation.
- Assist induction of new SEN students into college environment. Conduct tours, make introductions, explain college routines and procedures, find buddies etc.
- Undertake break & lunchtime duties as directed by the Headteacher

Behaviour Management

- Discuss and consult with classroom teacher on behaviour management of SEN students.
- Deal with routine behaviour issues and problems.
- Collate and copy documentation relating to incidents such as statements from students.
- Follow-up incidents with other college staff to ensure successful resolution.

Liaise with the Head of Learning Support.

- Attend fortnightly meetings with LSA's and SENCO.
- Liaise and update SENCO and Deputy SENCO about any current issues arising with SEN students. Discuss provision and liaise over any changes.
- Ensure all Child Protection procedures and practices are correctly followed.

Any other duties

- Ensure all Child Protection procedures and practices are correctly followed.
- Comply with all policies and procedures relating to health & safety in the college
- Attend suitable training courses as directed by your line manager
- Undertake any other duties as may reasonably be requested of a Learning Support Assistant as directed by your line manager.

Person Specification

Type of education, skills, attributes, and experience	Requirement level
Education	
Maths and English at level A*- C or 4 - 9 (GCSE or equivalent) or above.	Essential
Computer literate (can demonstrate ability to use internet, email, Microsoft office software etc.)	Essential
Further educational qualifications in any of the following: English, teaching, working with young people.	Desirable
Ability to demonstrate continued personal development by attendance on work-related courses	Desirable
Experience & Skills	
Ability to communicate clearly and effectively, both orally and particularly in writing	Essential
Ability to arrange a personal work schedule, operate effectively without supervision and at times, work under pressure.	Essential
Ability to work as part of a team	Essential
Very good inter-personal skills. Confident working in a range of settings and with people from different backgrounds and communities.	Essential
Working in environments where pace & type of work can change quickly	Essential
Experience of working within a role organising multiple tasks and coordinating the work of others	Desirable
Knowledge or experience of working in educational organisations or in youth related organisations.	Desirable