## CAN LOGO

## **CHEAM HIGH SCHOOL**

**LEARNING SUPPORT ASSISTANT**

## **GENERAL**

Salary will be based on CAN salary scale point 14 (£22,027 full time equivalent, £16,425 actual pro-rata salary). The post is for 32.5 hours per week, term time only (188 days). The working day will start at 8.20am and finish at 3.50pm with one day per week finishing at 4.20pm, as directed by the Line Manager. Breaks are unpaid and scheduled within these working hours with 40 minutes for lunch and a 20 minute morning break.

**JOB DESCRIPTION**

Learning Support Assistants contribute to achievement and progress of students in the school by:-

1. Helping the identified student(s) to learn as effectively as possible, both independently and in different group situations. This involves:
2. ensuring the student is able to use the equipment and materials provided
3. motivating and encouraging the student as required
4. meeting individual needs whilst helping the student to develop independent learning skills
5. reassuring and praising the student as appropriate to raise their self esteem and confidence
6. acting as an amanuensis (scribe) or reader in examinations, internal assessments and lessons as required.
7. Assisting student(s) to access the curriculum for each subject by the simplified explanation of text or tasks, organisation of equipment and by keeping the student(s) focussed on the content of the lesson.
8. Establishing a caring, supportive relationship with each individual student and their parents/carers, fostering good links between home and school.
9. Keeping records of work undertaken with respect to the students supported as requested. Such records will help to effectively monitor student progress.
10. Liaising with the Assistant Headteacher, SENCO, SEN Manager and subject teachers regarding the requirements of students, strategies tried and progress made.
11. Supervising students during break, lunch or just before the start of school as part of the whole school staffing team. and supervision of after school detentions as appropriate.
12. Supporting students with behavioural, emotional and social difficulties by the implementation of agreed strategies.
13. Delivering small group programmes such as spelling, social skills or speech and language programmes to identified students.
14. Involvement with the initial withdrawal and subsequent reintegration into mainstream school of students with behavioural, emotional and social difficulties.
15. Contributing to the students’ reviews and meeting regularly with individual students and outside agencies as requested by the Assistant Headteacher.
16. Carrying out such additional duties as may be reasonably required from time to time by the Head Teacher or Assistant Headteacher.
17. Contributing to the school’s safeguarding procedures by passing any concerns regarding student welfare to the designated teacher for Child Protection.

**PERSON SPECIFICATION**

As a Learning Support Assistant (LSA) you will be part of a team working under the direction of the Assistant Headteacher, or allocated for day to day management to the Leaders of Mathematics, English, Science or other departments. You will be expected to work effectively with both teaching and support staff at all levels as well as with parents/carers, students and external agencies. You will thus need the following qualities:-

* Ability to handle sensitive issues relating to students, keeping confidentiality as required
* Ability to form good working relationships with students, parents/carers and colleagues
* Good oral and written communication skills
* Good organisational and time management skills and the ability to work under pressure
* Adaptability and flexibility in working practices and the ability to know when to use initiative
* A high degree of professionalism in your approach to work and tasks set
* An ability to be a good role model for students and colleagues.

In addition, it will be advantageous to:

* Be computer literate and be willing to learn new computer systems
* Be willing to access in-house/external training to enhance professional development
* Have some experience of working with young people with learning/behavioural difficulties.

Training in school systems and practices will be provided.

November 2020

