

Job Description

Role: Learning Support Assistant (LSA)

Grade: Scale 4, Spine points 7-10 (£31,980 - £33,384) pro rata term time only (35 hours per week, 39 weeks per year). Fixed Term.

Reporting to: SENDCos, Leadership and Class teachers

Responsible for: Supporting learning for all children, including children with Special Educational Needs and Disabilities

Purpose of Post

- To work under the direct instruction and guidance of the SENDCos, teaching staff and senior leadership team to undertake work, care and/or support programmes, to enable access to learning for pupils. The Learning Support Assistant role is to support access to learning for pupils and to assist the teacher in the management of pupils, resources and the classroom environment. Work may be carried out in the classroom or outside the main teaching area.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

Main Duties

The duties outlined in this job description may be modified by the Executive Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. Support for Pupils:

- Supervise and provide support for pupils, including those with diverse special educational needs who need a highly adapted curriculum, ensuring their safety and access to learning;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to pupils in relation to progress and achievement under the guidance of the SENDCos/Class teacher;
- Under guidance of the SENDCos/teachers adapt planning provided by the Class teacher in order to better meet the needs of identified children;
- Supervise and support pupils with personal care and medical assistance when required;
- Support and supervise pupils during playtimes, promoting positive play, managing behaviour effectively, and ensuring a safe, inclusive environment in line with school policies.

2. Support for Teachers and SENDCos:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work;

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals;
- Assist with the planning of learning activities;
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed;
- Provide regular feedback to teachers on pupils' achievement, progress, problems, etc.;
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Under guidance of the SENDCos/teachers, undertake routine marking of pupils' work, administer routine tests, invigilate exams;
- Provide clerical/administrative support, e.g. photocopying, typing, filing, money, administer coursework, etc.;
- Attend parent meetings/consultations throughout the year to support the SENDCo/teachers in providing accurate feedback regarding pupil progress.
- Ensure all records and documentation including for interventions are up to date and well evidenced.

3. Support for the Curriculum:

- With guidance from SENDCos/leadership/teachers, undertake structured and agreed learning activities, adjusting activities according to pupil responses;
- Support pupils in respect of local and national learning strategies, e.g. literacy, numeracy, early years and appropriate key stages;
- Support the use of ICT in learning activities;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the School

- Be aware of and comply with school policies and procedures, specifically those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings both during and after the school day as required;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for pupils and groups under the supervision of the teacher;
- To undertake such other duties that may be required to meet the needs of the school.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;

- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and discrimination of any kind, and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (**bold text**). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

| | |
|-----------------------------|--|
| Qualifications & Experience | <ol style="list-style-type: none"> 1. Educated to at least GCSE grade C standard or equivalent in English and Maths 2. Completion of Teaching Assistant programme of study e.g. NVQ 3 3. Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc. |
| Knowledge & Skills | <ol style="list-style-type: none"> 1. Recent experience of working in a primary school setting, with children with diverse needs and abilities 2. An understanding of adaptive practice and support for pupils with special educational needs and disabilities 3. Ability to relate well to children and adults 4. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 5. Computer literacy: ability to carry out a variety of general ICT tasks, e.g. upload photographs 6. Experience of working with pupils' families and professionals working with them 7. Basic knowledge of First Aid 8. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. |
| Personal Qualities | <ol style="list-style-type: none"> 1. Able to show initiative and prioritise one's own work and that of others even when under pressure. 2. Punctual and conscientious (assessed through references). 3. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools. (assessed through references). 4. A commitment to the school's visions, values and ethos. 5. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards. 6. A personable nature to build effective relationships with parents and all members of the school community. 7. Able to communicate effectively (written and verbal) to a variety of audiences. 8. A positive, solution-focussed mindset and determined "no-excuses" approach to raising standards 9. A lively, creative and good-humoured approach to all aspects of teaching and learning, management and leadership. 10. A commitment to the highest standards of child protection and safeguarding. 11. Recognition of the importance of personal responsibility for health and safety standards. |

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: _____

Sign: _____

Date: _____