

Part A - Grade & Structure Information

Job Family Code	4CLES	Role Title	Learning Support Assistant
Grade	PS4	Reports to (role title)	SENCO/Senior LSA
JE Band	135-160	School	Esher C of E High School
		Date Role Profile created	February 2023

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To support the class teachers with their responsibility for the development and education of children in schools, which may include pupils with special needs. This will include activities such as communication with the Class Teachers (including creating Pupil Passports on Provision MAP) and sharing the Communication Passports created in SALT sessions.</p> <p>To discuss with, and report back to the teacher on the planning and assessment of student groups.</p> <p>To work as part of a team to ensure that the well-being, behaviour and personal development of students enhances their learning opportunities and life skills.</p> <p>To work with small groups of pupils out of class, or within a class, as required. This will include specialised support/interventions such as IDL.</p> <p>To accompany students on off-site provision as required.</p> <p>To maintain student records and files as required. This will include maintaining student information on Provision Map and collecting information for student annual reviews. This will also include anticipating the points in the year where there may be changes of teaching staff, then ensuring that the new teaching staff are given the information about how to support the education of children in the school, specifically those with special needs.</p>
Enlighten Learning Trust Work Context and Generic Responsibilities	This role is based at Esher C of E High School part of Enlighten Learning Trust.

	<p>Enlighten Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required • Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance <p>To carry out all such other duties as the SLT or your line manager may reasonably direct; this may include the invigilation of exams.</p>
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Support delivery</p> <ul style="list-style-type: none"> • Provide specialised support/interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff. • Use of specialised equipment/tools. • Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment. • May carry out personal care routines as appropriate. • Care and respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). • May occasionally provide support with whole class supervision for teachers' planned lessons. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan and organise own work and/or intervention to meet given priorities. • Assess the range and volume of work to be undertaken for the days or weeks ahead and ensure it is completed to time and to an appropriate standard. <p>Resources</p> <ul style="list-style-type: none"> • Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner. <p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> • Maintain and submit records following relevant school policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. • Report any concerns, problems or incidents e.g. safeguarding, behaviour in accordance with relevant reporting procedures. • Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities. <p>Duties for all</p> <ul style="list-style-type: none"> • Values: To uphold the values and behaviours of the organisation. • Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

	<ul style="list-style-type: none"> • Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. • The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. • Contribute to and influence children's learning and personal development. • To have regard to and comply with safeguarding policy and procedures.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Able to demonstrate basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent or able to evident ability at an equivalent level. • Able to work towards Vocational Qualifications Level 2 or equivalent experience in relevant field. • Working knowledge of relevant skill set, systems, equipment, processes and procedures. • Competent in a range of IT tools. • May be required to undertake manual handling and physically demanding work. • Ability to apply relevant health and safety, equality and diversity and other School policies and procedures. • Ability to work with others to provide excellent customer service. • Ability to communicate clearly. • Accuracy and ability to prioritise and organise own workload
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Enlighten Learning Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> • Experience of working with secondary aged children.
Role Summary	<p>Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.</p>