



BISHOP THOMAS GRANT SCHOOL

Job Description

Learning Support Assistant (LSA)

Main purpose

To provide learning and care support for an individual student with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the student with routines, transitions and behaviour management.

Duties and responsibilities

Supporting the student

- Build a positive relationship with the student, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Support the student with their social, emotional and mental health needs, escalating concerns where appropriate

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the student's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the student achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the student in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the student's learning
- Through observations, provide regular feedback to teachers on the student's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the student with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

- Communicate effectively with other staff members, students, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

General

- To have a thorough understanding of school policies and implement them consistently
- To participate in the school's Appraisal scheme, including target setting and review
- To carry out other relevant duties commensurate with the level of this post that may be reasonably required by the headteacher or line manager
- To support the Catholic ethos of the school
- To attend and participate in meeting as required

Data Protection

- It is essential when working with computerised and manual information systems that employees are fully aware of their responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 for the security, accuracy and lawful handling of personal data

Equal Opportunities

- Take responsibility, appropriate to the post, for promoting equality and diversity in line with the Equality Act 2010, and for challenging discrimination, harassment and victimisation on any grounds, including race, ethnicity, disability, gender, religion or belief, sexual orientation and age.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and the Health and Safety at Work etc. Act 1974, ensuring the safety of all persons they come into contact with, including staff, students, visitors and members of the public, on premises or sites controlled by the school.
- To ensure compliance, employees must observe safe systems of work and contribute to a safe and healthy environment, including following relevant information, instruction, training and supervision as necessary.

Safeguarding

- Safeguarding and promoting the welfare of children is everyone's responsibility
- Employees are expected to work in accordance with the school's safeguarding and child protection policies and procedures, and to promote the welfare of children and young people at all times.
- This post is subject to an enhanced Disclosed Barring Service (DBS) check.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with students and adults • Skills and expertise in understanding the needs of all students • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and students • Excellent verbal communication skills • Ability to work as part of a team and to be flexible in their approach to daily routines • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly in using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with students • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding student wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • A commitment to the school's Catholic Ethos

Notes:

This job description may be amended at any time in consultation with the postholder.