

<b>College:</b>	De Lisle College: A Catholic Voluntary Academy
<b>Job Title:</b>	Learning Support Assistant (LSA)
<b>Grade:</b>	Point 3
<b>Hours:</b>	30 hours per week, 38 weeks' term time plus 1 week to include training days, some of which may be twilight hours after college during term time
<b>Responsible To:</b>	Headteacher and SENCO
<b>Key Relationships/ Liaison with:</b>	Teachers, other classroom support staff, SENCO
<b>Job Purpose:</b>	An LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with college policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of students.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- 1** To provide agreed support to the teacher in the delivery of planned whole class learning activities
- 2** To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual students, providing feedback on their engagement in activities and their achievement of the desired learning objectives
- 3** To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
- 4** To observe and feed back to the teacher on student performance and behaviour, taking action as appropriate in line with relevant college policies
- 5** To support the physical, intellectual, emotional and social development of students, including contributing ideas and suggestions to support planning, to meet their development needs
- 6** To interact with and respond positively to children, young people and adults

- 7 To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the college staff team
- 8 To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum
- 9 To prepare and utilise ICT resources to support students learning
- 10 To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- 11 To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parent(s)/carer(s) and other professionals as appropriate
- 12 To contribute to the provision of support for bilingual/multilingual students if required
- 13 To invigilate internal and external tests and examinations under formal conditions as required
- 14 To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required) (Primary and Special colleges)
- 15 To support, as appropriate, in instances where students are unwell whilst at the college

**Optional extra responsibilities not affecting the grade of the post:**

- 16 To undertake midday supervision duties

\* these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken

## **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- Work to promote and apply the colleges Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- As a member of staff working in a college setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by college policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

**Subject to the duration of the need and by negotiation, the special conditions given below apply:**

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- The post holder will be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise students on educational visits
- As a member of staff in a college setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

## **Person Specification**

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**Grade:** Point 3

	Essential	Desirable
<b><u>Qualifications</u></b> NVQ 2 in Supporting Teaching and Learning, or equivalent <b>or</b> Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post  Level 2 qualifications in maths/numeracy and English/literacy	   ✓   ✓	✓     
<b><u>Experience</u></b> Experience of supporting teaching and learning in a formal setting  Experience of supporting EAL learners		✓   ✓
<b><u>Knowledge</u></b> Knowledge of child protection and health and safety procedures	✓	
<b><u>Skills/Attributes</u></b> Ability and willingness to undertake professional development  Good interpersonal skills  Empathy with children and young people  Ability to work effectively as part of a team	✓  ✓  ✓  ✓	

	Essential	Desirable
<p><b><u>General Circumstances</u></b></p> <p>Attendance - evidence of regular attendance at work</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p>	<p>✓</p> <p>✓</p>	
<p><b><u>Factors not already covered</u></b></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>	