



Post: Learning Support Assistant (LSA)

Post holder:

Reporting: SENDCo

Scale / Grade: NJC Support staff pay scale

Providing an equitable educational experience for all of our students is fundamental at The Stourport High School and VIth Form College. Ensuring all students can access education to meet their individual needs is, therefore, a priority.

The Learning Support Assistant will work under the guidance of the SENDCo and teaching staff, within an agreed system of supervision, to implement approved work and intervention programmes with a student either individually or in group work as required, in or out of the classroom. The post holder will build strong links with the student's parents/carers and outside professionals to show the best support for our students.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Stourport High School and VIth Form College and Severn Academies Educational Trust.
- Contributing to the continued delivery of the Trust aims as outlined in our 'Pledge'
- Take responsibility for your ongoing personal development and growth of expertise
- Assist the Principal in delivering policy that will ensure high-quality and successful outcomes for Stourport High School and VIth Form College.
- To support a student, ensuring safety and maximising access to a broad and balanced curriculum.
- To liaise closely with school staff and the visiting outside agencies to structure work and foster differentiation which allows maximum access to the curriculum.
- In liaison with the SENCo/AEN, support a range of activities and experiences to broaden and enrich the individual's learning.
- Committed to delivering the highest standards of learning support to students with a range of needs.
- Positive and proactive in their approach to raising progress amongst all SEN students by understanding and directly addressing their specific learning needs.
- Able and willing to show initiative in accessing schemes of work, learning resources and assessment materials to ensure the best possible provision for targeted students.
- Able to initiate and maintain a regular, productive dialogue with class teachers, HOF and other AEN colleagues to ensure the progress and successful mainstream reintegration of students.
- Proficient in using data to monitor and identify gaps in students' progress.
- Committed to regular and ongoing professional development to demonstrate sufficient depth and relevance of their understanding and awareness of the current educational practice.
- Alongside the specified tasks, the postholder will be required to undertake training as a First Aider to work as part of the school First Aid Team.

SPECIFIC DUTIES

Learning Support Assistants are expected to:

- To work under the guidance of teaching/senior staff, to implement agreed on work programmes with individuals/groups, in or out of the classroom.
- Work directly to support the communication needs of students.
- Assisting the classroom teacher in the management and preparation of resources.
- To supervise and work with small groups of students to deliver interventions.
- Assist with the development and implementation of individual educational plans.
- Establish productive working relationships with students, act as a role model and set high expectations and outcomes.
- Provide feedback to the students about their progress.
- Work with the classroom teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate for students with AEN.
- Produce an annual report to the SENCO for students who have special educational needs.
- Provide objective and accurate feedback and reports (this is essential when working with students outside of the classroom) as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Undertake marking of student's class and homework.
- Support students with AEN in exams.
- Involvement in experiences to promote learning outside of the classroom and, where appropriate, contribution to the planning and implementation of safeguarding measures such as risk assessments.
- Contribution to the mapping and recording of SEN provisions assigned to individual students through the compilation and review of individual educational plans and provision maps.
- Identify, on a lesson by lesson basis, gaps in learning or barriers to progress and adapt students' learning experiences to address these.
- Regular contact with the Head of Year, tutor and parents.
- To ensure health and safety regulations are followed.
- To mentor the students to improve their readiness to learn, promote their effective engagement in the outside curriculum and stimulate their academic progress.
- Other duties identified by the Head of English as being necessary to the continued progress of students with additional learning needs.
- Support the student's personal needs, and assist with the development and implementation of individual Education, Behaviours and Personal Care programmes and strategies but with a strong emphasis on promoting independent living skills
- Promote the inclusion and acceptance of all students within the mainstream school.
- Encourage the student to interact and work cooperatively with others, and engage in learning activities.
- Within the context of teacher-led planning, set challenging expectations and promote self-esteem and independence.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher contributing to reviews of systems and records as requested.
- Promote good student behaviour, deal with challenging behaviour in line with established policy and encourage students to take responsibility for their behaviour.
- Report on student progress and lesson outcomes to the supervising teacher using agreed formats.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times as required, including break times.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities and take responsibility for a group under the supervision of a teacher or small groups of students, supervise independently in agreement with the educational visits coordinator.

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises/work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work are of a high standard and comply with current legislation / professional standards.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Principal.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.