



Kingsthorpe College



Learning Support Assistant (Level 2) / Specialist LSA (Level 3)

Job Description

Line Manager: SENDCo

Main purpose

To support the College's aims through the development and operation of the Special Educational Needs Faculty

Support for Students (Level 2)

- Attend to the personal needs of students and implement related personal programmes
- Support students in the learning environment and ensure their access to learning – for example, in-class support, one-to-one and some group work
- Encourage students to interact with others where appropriate and engage in activities led by the teacher
- Encourage students to act independently when this is required
- Establish good relationships with students and be aware of and respond to individual needs
- Create and maintain an orderly environment in which to work with students. Source and develop appropriate resources
- Observe and report on students' problems, progress and achievements to the Learning Support Co-ordinator or classroom teacher as agreed
- Promote the inclusion of students

Support for the Teacher (Level 2)

- Work with the teacher before the lesson to ensure that learning programmes are understood so that effective learning can take place
- Observe and report on students' problems, progress and achievement to the teacher

Support for the Curriculum (Level 2)

- Help students to understand instructions
- Support students in respect of lesson content and in terms of national learning strategies – for example, literacy, numeracy, KS3, KS4 – as directed by the teacher
- Support students in using ICT

Support for the College (Level 2)

- Be aware of and comply with policies and procedures relating to child protection
- Be aware of and comply with policies and procedures relating to health and safety and report any issues to your line manager
- Ensure that all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the College

- Appreciate and support the role of other professionals
- Provide clerical and other support to meet the delivery of requirements – for example, working records for students / records of meetings
- Participate in meetings and team development activities to support achievement
- Undertake relevant training and performance management as required
- Assist with the supervision of students out of lesson times, particularly at break times
- Accompany teaching staff and students on visits, trips and out of College activities as required
- Operate at all times in a professional manner with students, colleagues and representatives from external agencies
- Cover for absent colleagues when this is required

General

- General Supervision at break time.
- Other duties in support of the College as decided by the Principal within the scope of this post

The Specialist LSA role (Level 3) will also include the following duties:

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Establish productive relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- 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.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Undertake marking of pupils' work and accurately record achievement/progress.

Support for the Curriculum

- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Help pupils to access learning activities through specialist support.

Support for the College

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.