



ST EILIZABETH'S CATHOLIC VOLUNTARY ACADEMY
LEARNING SUPPORT ASSISTANT (LSA)
JOB DESCRIPTION

Job Purpose

- Provide support to the Assistant Headteacher/SENCo and teachers across a range of student centered activities which promote learning and inclusion.
- Work with individual students as directed by the Assistant headteacher/SENCo
- Work with groups of pupils using tailored intervention to support with pupil progress and development, this will be directed by the Assistant headteacher/SENCo

Supervision Received

Appointed within the school as part of the SEN and Inclusion Department

- To work within the general directions of the Assistant Headteacher/SENCo
- To work under the leadership and supervision of the SENCO, and SEN administrator

Supervision Exercised

- No direct line management responsibilities
- Occasional demonstration of duties to other employees, students, trainees and participation in induction process.

DUTIES

Support for the School

- Act in accordance with school policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- Actively encourage inclusion within the school community
- Participate with other team members in the development, planning, implementation, and evaluation of learning programmes for individuals and groups of students.
- Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy
- Monitor and contribute to the assessment and recording of students' development and be involved in the sharing of this information
- Appropriate record keeping and report writing as directed by the Assistant headteacher/SENCo
- Attend reviews during normal working hours
- Participate in and contribute to staff meetings, departmental meetings and INSET
- Maintain and develop good working relationships with parents and other adults involved with each child, including liaison and collaboration with subject teachers and other colleagues
- Give general support to school activities
- Promote the Catholic ethos of the school

Support for the Teacher

- Prepare support materials, modify and simplify work (this to be done under teacher supervision)
- Contribute to the preparation of classrooms
- Exercise general care and supervision of students during the school day, inside and outside

Support for the Child

- Supporting students in lessons, during intervention and also as part of the wider school curriculum
- Be the key worker for specified students

- Promote development and learning, physical, emotional, educational and social
- Provide a secure, caring and enriching environment for the students
- Support students including those identified with SEND
- Encourage acceptance and inclusion of all students
- Have familiarity with all relevant EHC plans
- Help to promote students' self esteem
- Explaining set work to students
- Supervising students in social situations where required
- Acting as Reader/ Scribe /Prompter as required for Exam Concessions

Other duties as requested by the Headteacher and Assistant headteacher/SENCo

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LEARNING SUPPORT ASSISTANT (LSA)
PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ○ GCSE English or equivalent at grade C or above. ○ GCSE Mathematics or equivalent at grade C or above. 	<ul style="list-style-type: none"> ○ Appropriate qualification for Learning Support assistants or teaching assistants (NVQ or CACHE)
Skills	<ul style="list-style-type: none"> ○ Effective interpersonal skills ○ Excellent communication skills ○ Effective IT skills ○ Effective Team Player 	<ul style="list-style-type: none"> ○ A confidence in a Primary curriculum related speciality - e.g. IT, Science
Experience	<ul style="list-style-type: none"> ○ Experience of working in a Primary School ○ Experience of working with school age children for at least one year ○ Special Educational Need and Inclusion experience within a mainstream school 	<ul style="list-style-type: none"> ○ Experience of working with children with behavioural, social and/or emotional difficulties, ASD, or Speech language and communication difficulties ○ Ability to speak another language and work with small groups of pupils ○ Working with pupils who have English as an additional language
Qualitiy	<ul style="list-style-type: none"> ○ Sympathetic with and supportive of the Catholic ethos of the school ○ Adaptable ○ Professional ○ Empathetic ○ Able to work under pressure 	

	<ul style="list-style-type: none">○ Firmness balanced with fairness○ Energetic○ Enthusiastic○ Patient○ Innovative○ Sense of humour	
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