



### Job Description: **Learning Support Assistant**

Hours: 37.5 hours per week, to fall within the working day which is from 07.30am to 17.00pm  
This post will be for a total of 39 weeks per year, which is term time only.

#### **Job Purpose**

You will work under the direction of teaching staff, SENCo, or lead LSA in supporting learning for students who have been identified as having special educational needs (SEN). You will provide general support to the teacher in the management of students with SEN and in the classroom. You will contribute to the extra-curricular support strategies for student development.

#### **Main Responsibilities**

##### Support for Students

- Attend to the educational, personal and social needs of students and any other requirements depending on the student's special needs and, wherever possible, make this part of the learning experience.
- Under agreed procedures, to give first aid/medicine where necessary; assist with programmes of special care such as speech therapy or the implementation of an intimate care plan under the direction of the appropriate specialist.
- Supervise and support pupils ensuring their safety and access to learning.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Learn and use safe systems for moving and handling and physical interventions as appropriate.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on educational visits and out of school activities, and accompany individual pupils on a one-to-one basis, locally, if required.
- Promote and support the inclusion of all students in the learning activities in which they are involved.
- Promote the use of targeted self-help skills to appropriate levels of independence.
- Whilst there may be a specific requirement - to support a named student or students with an Education, Health and Care Plan and, provide support to other students identified as having SEN, individually or in small groups as may also be required or directed.
- Establish good relationships and act as a role model for students, at the direction of the Principal.

- Assist with preparation for Academy visits and the supervision of students with SEN on such visits, as directed by the teacher.

#### Support for Teachers

- Assist in the efficient preparation, maintenance and use of classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of Academy resources (this may include photocopying, arranging displays of work etc).
- Develop a mutually supportive relationship with all teaching staff.
- Help students gain access to the curriculum by differentiating instructions and resources.
- Prompt students to remain on task as required.
- Assist teachers with educational activities in the classroom to support students' learning and development.
- Work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make this part of the learning experience.
- Assist with record keeping on students as required, including information on student progress.
- Assist the class teacher in delivering and monitoring Individual Education Plans (IEPs), as necessary.

#### Support for the curriculum

- Develop knowledge of the curriculum that the students are expected to follow.
- Develop skills to adapt subject-based activities and resources to meet the needs of the student in conjunction with the teacher.
- Attend staff and team meetings, participate in performance management arrangements and undertake training and development activities.

#### Support for the Academy

- Work effectively with colleagues as part of a team at all times, working within the Academy's policies and procedures and promoting the ethos of the Academy.
- Assist in the general efficient operation of the Academy, including providing cover for other support staff where necessary and as directed by the Principal, SLT, SENCo, Assistant SENCo or their line management as required.
- Undertake relevant training to enhance personal development, using the knowledge to benefit the Academy.

- Undertake supervisory duties outside of lesson times e.g. Break Time, Lunch Time, Reading Club and Breakfast Club.
- To carry out additional supervision when required such as during examination periods, including SEN support, invigilation duties and exam preparations.
- Maintain confidentiality at all times in respect of Academy-related matters and to prevent disclosure of confidential or sensitive information.
- Undertake any other reasonable duties as requested by the Principal, SLT or SENCo.

#### Links

- To work with the SENCo and other members of the SEN team
- To report any incidents or serious concerns to the SENCo
- To work with subject leaders and teachers regarding the work set for SEN students
- To undertake a range of supervisory duties as directed by appropriate SLT member
- To take part in training and performance management as required

***The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***

***May 2021***