

<b>Role:</b>	<b>Learning Support Assistant (LSA) Grade 4</b>
<b>Salary:</b>	West Sussex Grade 4 Point 5 + Crawley Allowance. Approx. Actual Salary: £22,520
<b>Hours:</b>	Term time only (TTO) + INSET days. 37 hours per week over 5 days.
<b>Position Level:</b>	Permanent

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

<b>Reporting to:</b>	Assistant Headteacher
<b>Purpose:</b>	<p>Extend the Leadership of the Headteacher.</p> <p>Create the <b>opportunity</b> and <b>capacity</b> for all members of the school community to learn.</p> <p>Support all Key Stages across the curriculum as required by the current timetable.</p> <p>Embody the Christian ethos and underpinning elements of the school.</p>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• <b>Bespoke Curriculum:</b> Delivering adaptive, flexible learning plans tailored to students who struggle with large classes or traditional timetables.</li> <li>• <b>Pastoral Support:</b> Prioritizing mental health, emotional regulation, and special educational needs (SEN), including managing emotionally based school avoidance (EBSA).</li> <li>• <b>Reintegration:</b> Collaborating with mainstream teaching staff, SENCOs (Special Educational Needs Coordinators), and families to successfully transition students back into regular classrooms.</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Commit to safeguarding and the promotion of welfare and equal opportunities amongst all students and colleagues</li> <li>• Follow all of the policies and guidelines as set out by the school</li> <li>• Carry out regular duties as per the duty rota</li> <li>• Have high expectations of students including a commitment to ensuring that progress is positive and they can achieve their full potential</li> <li>• Know how to use and adapt a range of learning and personal support strategies, in order to personalize learning to provide opportunities for all learner to achieve their potential</li> <li>• Establish a fair, respectful, trusting, supportive and constructive relationship with students</li> </ul>

- Establish positive relationships with parents and carers
- Support, develop and intervene with students as appropriate
- Develop the cultural capital of the students in your care.

#### **SUPPORT FOR STUDENTS:**

##### Core Duties

- Supervising and providing particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to students in relation to progress and achievement under guidance of the teacher.

##### Additional Duties

- Assisting with the development and implementation of Learning Guides, Student Passports and Personal Care Programmes.
- Establishing constructive relationships with students and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all students.
- Encouraging students to interact with others and engage in activities led by the teacher.

#### **SUPPORT FOR THE TEACHER:**

##### Core Duties

- Using strategies, to support students to achieve learning goals.
- Monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.

##### Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of students' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of students' work.

#### **SUPPORT FOR THE CURRICULUM**

##### Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Maintain specialist CPD and training in a given SEND area
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.

	<ul style="list-style-type: none"> <li>Supporting the use of ICT in learning activities and develop students' competence and independence in its use.</li> </ul> <p>Additional Duties</p> <p>Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting students in their use.</p> <p><b>SUPPORT FOR THE SCHOOL</b></p> <p>Core Duties</p> <ul style="list-style-type: none"> <li>Participating in training and other learning activities and performance development as required.</li> </ul> <p>Additional Duties</p> <ul style="list-style-type: none"> <li>Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.</li> <li>Contributing to the overall ethos/work/aims of the school.</li> <li>Appreciating and supporting the role of other professionals.</li> <li>Attending and participating in relevant meetings as required.</li> <li>Assisting with the supervision of students out of lesson times, including before and after school and at lunchtime.</li> </ul> <p>Accompanying teaching staff and students on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.</p>
<b>Generic Duties:</b>	<ul style="list-style-type: none"> <li>Have high expectations of students including a commitment to ensuring that progress is positive and they can achieve their full potential</li> <li>Know how to use and adapt a range of learning and personal support strategies, in order to personalize learning to provide opportunities for all learner to achieve their potential</li> </ul>
<b>CPD:</b>	<ul style="list-style-type: none"> <li>Establish a fair, respectful, trusting, supportive and constructive relationship with students</li> <li>Establish positive relationships with parents and carers</li> <li>Support, develop and intervene with students as appropriate</li> </ul> <p>Develop the cultural capital of the students in your care.</p>
<b>Additional Information:</b>	<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

Signed: ..... (Post Holder) Date: .....

Signed: ..... (Line Manager) Date: .....

The duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.