

Heathfield Community School

Job Description:



Job title: Learning Support Assistant (LSA)

Salary: Grade 14 (awaiting evaluation)

Hours: 37 h per week

Contract type: Term-time only plus 5 inset days Maternity Cover

Reporting to: The SENCO and Headteacher

Main purpose

This person, under the direction of the SENCO, will;

- Encourage students to work co-operatively with each other within an established discipline policy, anticipate and manage student behaviour and promote self-control, self-regulation and independence.
- Provide feedback for students in relation to progress and achievements.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies.
- Record progress and achievement in lessons and activities.
- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs to ensure that support is given to them at an appropriate level.

Duties and responsibilities

This person will have day-to day responsibility for named students where they will:-

- Meet with the student(s) regularly.
- Follow up any concerns and liaise with staff when necessary.
- Liaise with parents and outside agencies if applicable.
- Attend meetings for individual students if applicable.
- Maintain detailed notes to help monitor student progress/ attainment.
- Review and update relevant paperwork.
- Focusing support in areas needing improvement, both academic and social.
- Working with and supporting students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
- Seek to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and guiding students to become independent learners.
- Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
- Assist in the development, monitoring and evaluation of programmes of work.

- Contribute to monitoring of systems for review and recording of students' progress.
- Assist in the preparation for educational visits and where appropriate accompany students.
- Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- To undertake the role of mentor as and when required. Monitor and support students engaged on work experience programmes if necessary.
- Administer medications where appropriate in accordance with school policy and assist students with personal care requirements such as toileting.
- Carry out small group intervention sessions with students with special educational needs.

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

Problem Solving and Creativity

- The postholder will be required to provide support on a range of complex people issues, that may not have a clear answer, requiring innovative and creative solutions.
- On a daily basis, within prescribed school guidelines, work with a range of strategies in conjunction with the Senco to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education.
- Use a variety of interpersonal techniques to establish supportive relationships with students, colleagues, parents, carers and outside agencies
- The postholder will need to be flexible and creative in their daily work practices.

Decision Making

- Seek guidance and support from colleagues as required.
- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the students in relation to their educational activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- On occasions there will be a need to make immediate decisions, without initial referral to SLT, in relation to immediate care, control and safety of students with additional educational or personal needs.

Physical Effort and Working Conditions

A normal school environment, although the postholder may be involved in external school activities. Some of the working day is spent standing, with periods of crouching/ bending to engage students in activities.

Occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/ or physical disabilities.

Work Demands

- Be flexible to meet the needs of students, able to multi-task and adapt to situations as they arise

- Ability to be patient, show empathy and remain calm under pressure.
- Undertake other appropriate tasks such as first aid duties as required.
- Adopt a range of developed techniques and strategies, gained through experience to promote positive pupil behaviour and deal promptly and effectively with conflict and incidents in line with school policy. Encourage pupils to take responsibility for their own behaviour.

Physical Demands

- Manual handling may be required (relevant training will be provided if necessary). Positive handling may be required but only in situations where safety is at risk and should be managed in line with relevant guidelines.
- Contribute to organising physical teaching space and resources to maintain a safe, stimulating environment.
- Assist in practical lessons e.g. PE, Drama and DT as required.
- Organising physical teaching space and resources to maintain a safe, stimulating environment.
- Escort and supervise students on educational and out of school activities.
- A normal school environment, although the postholder may be involved in external school activities some of the working day is spent standing, with periods of crouching/ bending to engage students in activities, outside working and challenging emotional responses to situations.
- Occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/ or physical disabilities.

Contacts and Relationships

- Teacher
- Headteacher
- Senior Leadership Team
- Heads of Departments
- HR
- School Business Manager
- Professional Body representatives
- Other agencies including the LEA

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ Good literacy and numeracy competency (including GCSE Maths and English at grade C or above), or equivalent qualifications. ➤ Commitment to undertake relevant qualifications and to ensure ongoing professional development. 	<ul style="list-style-type: none"> ➤ Trained in first aid and administration of medication, or commitment to undertake the training.
Experience	<ul style="list-style-type: none"> ➤ Experience of working with individuals who have a combination of learning, social, emotional or behavioural needs, this may be within an education or care background or from personal experience ➤ An understanding of, acceptance and commitment to the fundamental principles of equal opportunities. ➤ Able to work in a way that promotes equality of opportunity and respect for diversity. ➤ Proactive and passionate about equality, diversity and inclusion. ➤ Ability to communicate effectively with people from a variety of backgrounds. ➤ Able to work in a way that promotes the safety and well-being of children and young people. 	<ul style="list-style-type: none"> ➤ Experience of working with a range of students ➤ Experience of or willingness to train in order to offer personal care support to students with a physical disability (where relevant). ➤ Previous experience of supervising staff. ➤ Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. ➤ This role involves working with children on a daily basis and is therefore in regulated activity.
Skills and knowledge	<ul style="list-style-type: none"> ➤ Able to engage students on a one to one, group or whole class basis, manage behaviour and advance learning while covering a lesson or delivering a particular intervention. ➤ Able to communicate effectively both orally and in writing. Demonstrates an ability to understand and convey complex, sometimes highly sensitive information. ➤ Able to demonstrate developed communication skills, adapting language and style appropriately to suit a range of audiences. ➤ Advanced interpersonal skills, in particular demonstrating empathy and active listening. ➤ Good planning, organisational and administrative skills and use of expertise specifically with regard to developing 	<ul style="list-style-type: none"> ➤ Knowledge and understanding of classroom roles and responsibilities and own position within these. ➤ Understand relevant policies, guidance and legislation with a commitment to keeping abreast of developments, including latest safeguarding guidance. ➤ An understanding of learning processes, barriers to learning and behaviour management strategies to facilitate delivering learning activities effectively. ➤ A background knowledge of the National Curriculum and a school's procedures and policies would be desirable

	<p>effective learning activities and support materials.</p> <ul style="list-style-type: none"> ➤ Able to engage a class/ group effectively, manage behaviour and advance learning while covering a lesson or delivering a particular intervention. ➤ Works collaboratively and effectively as part of a team to ensure best outcomes for children. ➤ Able to engage constructively with a wide range of stakeholders such as students, parents/carers and external organisations. ➤ Self-evaluates learning needs and seeks professional development opportunities. ➤ Adheres to strict confidentiality requirements. ➤ Willingness to attend meetings off site if required. 	
Personal qualities	<ul style="list-style-type: none"> ➤ A keen interest in working with children and commitment to inclusion and acceptance of all. ➤ Patient and remains calm in challenging situations; makes sound decisions when under pressure. ➤ Caring and understanding attitude, sensitive and responsive to the needs of children and their parents/ carers. ➤ Emotional intelligence and resilience. ➤ Hard working, flexible and reliable. ➤ Confidence to independently manage whole classes or specific provision effectively. ➤ Commitment to continuous improvement through professional development, self-evaluation and awareness. ➤ Role model the positive values, attitudes and behaviour expected of students. ➤ Commitment to and able to work in a way that promotes and respects equal opportunities and diversity. ➤ Commitment to and able to work in a way that promotes the safety and well-being of children and young people. ➤ Enjoyment of working with children 	

	<ul style="list-style-type: none"> ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference 	
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