



Job Description – Learning Support Assistant

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| Job Title: | Learning Support Assistant |
| Salary/Range: | Support Staff Grade 9, Scale points 12 to 19 |
| Location: | School-based |
| Line Manager | Class Teacher or member of Senior Leadership Team |
| Responsible for: | N/A |
| Important Functional Relationships: Internal/External | Other school and trust staff, parents/carers. |

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| Expectations of the Postholder: | |
| Enable Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. | |
| Main Purpose | |
| Under the general direction of the Class Teacher, engage in a prescribed range of activities to support the educational and developmental needs of pupils, to assist teachers in the management and maintenance of classroom resources, and to contribute to the supervision and welfare of pupils throughout the school. | |
| Key Responsibilities | |
| <p>The particular duties of the LSA will be determined by the class teacher and will be arranged to meet the needs of the particular school and/or pupil(s) being supported. This will include working with pupils with an Education and Health Care Plan (EHP). Activities may be undertaken within the classroom or in an alternative location.</p> <ul style="list-style-type: none"> a) To engage in learning activities with individual pupils or groups of pupils to reinforce and extend appropriate aspects of teacher input. b) To assist the class teacher with the implementation of the school curriculum. Evaluation of teaching activities. c) To supervise whole class groups on an occasional basis where this is appropriate to cover the short-term absence of a teacher and where the school has established relevant support and referral arrangements. d) To assist pupils with the proper and effective use of teaching materials, aids and resources, including the use of ICT applications. e) To contribute to the planning and evaluation of teaching activities and the monitoring of pupil progress in liaison with the class teacher. | |

- f) To contribute to the production and preparation of teaching and display materials, including the preparation and/or modification of teaching materials to meet the needs of individual pupils or groups of pupils.
- g) To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- h) To support designated pupils with special needs through delivery of appropriate aspects of the Individual Education Plan (I.E.P), and to participate in reviews, as required.
- i) To attend to pupils' personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided, and the wearing of appropriate PPE as required).
- j) To contribute to effective team practice by attending and participating as appropriate, in staff meetings and in-service training. To contribute to the support provided to less experienced Teaching Assistants, parent helpers and students on work experience placements.
- k) To contribute to the supervisory arrangements for pupils during breaktimes and on out-of-school activities.
- l) To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- m) The postholder will also be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.

Safeguarding

Safeguarding and child protection have the highest possible profile across our Trust. All post holders have a responsibility to ensure children and young people are protected from harm. In order to fulfil this requirement, the post holder must:

- Be subject to an enhanced Disclosure and Barring Service (DBS) check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- Complete an induction which includes safeguarding and child protection procedures and guidance.

- Promote and safeguard the safety and welfare of children in accordance with the trust's Safeguarding and Child Protection and Behaviour Management policies.
- Behave in a way which fully promotes the school and trust's safeguarding ethos. The post holder will be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.
- Undertake regular training organised by/for the school/trust in relation to safe handling of children and safe management of children who may exhibit challenging behaviour and operate according to the school and national procedures in relation to this, taking guidance from staff that hold specific responsibilities for these areas.
- Report any concerns regarding safeguarding and child protection to the Designated Safeguarding Lead immediately.

Dimensions

- The Learning Support Assistant will not have direct budgetary or staff supervisory responsibility, although some support will be given to Teaching Assistants.

Job context

- Learning Support Assistants make a significant contribution to the education and well-being of pupils through working with individual or groups of pupils supporting the classroom teacher to deliver specialised education provision.

Supervision

- General direction and work expectations will be provided by the relevant teacher. The Learning Support Assistant will be expected to be capable of working independently with individual pupils or groups of pupils either within the classroom or at some other location.

Problems & decisions

- The postholder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.
- When working with groups or individuals, the LSA may regulate pupil tasks within the framework established by the relevant teacher, making modifications to timing and content to reflect progress made etc.
- The LSA may exercise delegated discretion over rewards/sanctions in appropriate cases.
- Appropriate resources or modifications to classroom materials may be produced in liaison with the relevant teacher.

Contacts

- Daily involvement with teaching staff, other support staff and pupils of the school
- Special needs work will normally involve occasional contact with LEA staff, including psychologists or other specialists.

- Contact with parents and other school visitors, including students on work placements.

General

- To undertake professional development and enhance subject and specialist knowledge as appropriate.
- The post holder has a responsibility for their own health and safety at work and that of others ensuring they have received adequate training for any activities they undertake as part of their job role.
- To make a positive contribution to the life of the school and the trust.
- To carry out other appropriate activities as directed by the Headteacher.
- To be accountable to the Headteacher in all of these aspects.

Core Expectations

- Staff should recognise that as the Trust develops, job roles may need to change focus and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development which supports this.
- All staff in Enable Trust must adhere to and actively support school and trust policies.

Special Notes or Conditions

The postholder may be required to undertake:

- Lifting of non-ambulant pupils using lifting aids and manual handling techniques
- Dealing with personal welfare and hygiene of incontinent pupils
- Pushing wheelchairs, buggies and other mobility aids on school premises and off-site
- Operating hoists after appropriate training
- Using Team Teach techniques after appropriate training

In special schools, some challenging behaviour by pupils may be experienced, and the special needs of the pupils may present emotional and physical demands not common to mainstream schools.

Use of computer and other communication aids will be required to support teaching and learning activities.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive definition of the post but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

Person Specification

| Essential | Desirable | Evidence From |
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| Qualifications and Training | | |
| <ul style="list-style-type: none"> A good standard of general education, to include literacy and numeracy skills equivalent to NVQ2 in English & Maths | <ul style="list-style-type: none"> NVQ3 for Teaching Assistants or other relevant qualification | <ul style="list-style-type: none"> Application Form Certificate |
| Experience | | |
| <ul style="list-style-type: none"> Practical experience of working with children | Experience of working with children in an educational context Relevant training in the appropriate age range or curriculum area | <ul style="list-style-type: none"> Application form Supporting statement References Interview |
| Personal Attributes and Skills | | |
| <ul style="list-style-type: none"> Good interpersonal skills with both adults and children Basic knowledge of ICT applications and Microsoft packages Willingness to undertake further professional development | Ability to use ICT to support pupils' learning | <ul style="list-style-type: none"> Application form Supporting statement References Interview |