Westfield School
Nurturing Individuality & Progress

JOB DESCRIPTION: SENIOR LEARNING SUPPORT ASSISTANT

Post title:	Senior Learning Support Assistant (SLSA)
Salary:	Bucks Pay Range 3 (pro rata)
Line manager(s):	Headteacher
Working hours:	35 hours 32.5 hours (8.30am – 3.30pm core school time) + 1 hour weekly staff meeting (Monday after school) + 1.5 hours on or off-site (as agreed) & training when required
Working weeks:	39 (term time + 5 INSET days)

PURPOSE OF JOB

- To act as coordinator to other Learning Support Assistants.
- To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- To maintain high quality safeguarding practice within the school policy.
- To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help to maintain individual and group records.
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- To provide care with regard to the health and medical needs of pupils.
- To draw on specialist skills and knowledge to respond effectively to pupils with special educational needs.
- To contribute to the induction programme for newly-appointed Learning Support Assistants and provide mentoring support to trainees on work placements.

MAIN DUTIES AND RESPONSIBILITIES

Planning

- When required, independently plan and prepare own lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans as required.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

Teaching and Learning

Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.

- Have and maintain a sound knowledge of how pupils learn, acquire and develop literacy and numeracy skills within Key Stage 1 and 2.

- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured and relevant teaching and learning activities which take into account pupil needs profiles.
- Promote and support the inclusion of all pupils in learning activities, within the classroom and across all areas of school life.
- Use learning and behaviour management strategies in line with school policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively and effectively with each other.
- Organise and safely manage the appropriate learning environment and resources.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of learning activities. Assist in maintaining and analysing records of pupils' progress.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Contribute to programmes of observation and assessment and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Attendance at, and contribution to, meetings to monitor the effectiveness of school provision (which are usually held outside school hours).

Mentoring, Supervision and Development

- Lead and manage other Learning Support Assistants under supervision from the Headteacher and Assistant Heads and undertake induction, appraisal, training and mentoring for other Learning Support Assistants.
- Assist teachers in offering mentoring support and guidance to other Learning Support Assistants undertaking formal training.
- Support and guide other less experienced Learning Support Assistants work in the classroom when required and lead training for other Learning Support Assistants.
- Contribute to the overall ethos, work and aims of the School by attending relevant meetings and contributing to the development of policies and procedures within the School. Participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- To promote the safeguarding of children. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant School policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement the School child protection procedures and comply with legal responsibilities.
- Provide support and assistance for children's pastoral needs, for example caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to School and community links.
- Supervise pupils in the playground and plan and organise play time activities.

- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.
- Take part in the training, development and application of School policy and practice regarding approaches to behaviour and its management, including the use of restrictive physical interventions.

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

- Manage other Learning Support Assistants through regular and frequent supervision sessions.
- Liaise between managers / teaching staff and Learning Support Assistants.
- Hold regular team meetings for Learning Support Assistants
- Represent Learning Support Assistants at appropriate meetings.
- Support the review of performance of Learning Support Assistants on an on-going basis and support them in their professional development to acquire new knowledge and skills.
- Challenge underperformance by supporting relevant staff to work towards their SMART targets in performance management paperwork and following the capability policy as required.

Signature Line Manager: …… Date: …….

Signature Job Holder: …… Date: …….