Learning Support Assistant – Job Description

Responsible to: Headteacher / SLT

Grade: NJC JE 3

Job Purpose:

- To work with teachers as part of a professional team to support learning. The primary focus will be to work under the professional direction of a teacher and within an agreed system of supervision in delivering lessons set by or with teacher.
- Will have specialist skills including special needs and contribute to developing other support staff
- May also undertake HLTA level activity.

Responsibilities:

1. To develop an understanding of the specific needs of students with Social, Emotional and Mental Health issues.
2. To help the students to learn as effectively as possible in class, small groups and individually using some of the following methods:

- Questioning the students to check understanding of the teacher's instructions
- Checking that the students are able to use the equipment and materials provided
- Assisting in areas where the student needs the greatest support e.g. language, reading, writing, behaviour and social skills.
- Helping to keep the students on task
- Encouraging the students to attain independence in their work
- Liaising with subject teachers about the best ways to achieve the learning intentions
- To express concerns to the subject teacher where the work may prevent inclusion

3. To establish a supportive relationship with the students concerned.
4. To motivate and encourage the students by recognising achievement.
5. To assist in the planning and implementation of programmes of support within the school.
6. To work as a member of the team.
7. To liaise with parents.
8. To help maintain an atmosphere in which vulnerable students can develop self- confidence and are able to maximise their potential.
9. To attend relevant in-service training.
10. To be aware of school procedures regarding policies and practice.
11. To be aware of the need for confidentiality, whilst complying with the school's Safeguarding Policy to ensure the welfare of students.
12. Provide short term unplanned cover supervision of classes.

13. Provide particular and skilled support to all pupils in a particular learning area from within the overall national curriculum.
14. To cover break / lunch time duties as agreed and within contracted hours.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of students.

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the school's Safeguarding Policy.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties

Learning Support Assistant – Person Specification

Grade: 3

Responsible to: Headteacher / SLT

Your application must identify how you meet the following criteria for the post.

Qualifications

Essential	Desirable
• Good standard of literacy and numeracy • (GCSE Grade A-C or equivalent).	• Evidence of further education beyond Level 2 • SEND specific qualifications • Professional development/short courses e.g. National Project for Specialist Leaders of Behaviour and Attendance or evidence of commitment to continued professional development. • First Aid Qualification

Knowledge, skills, abilities and experience

Essential	Desirable
• Good standard of ICT skills. • Effective communication skills for liaising with student, colleagues and parents, both verbally and in writing. • To manage conflict in a calm manner and to be proactive in implementing the school's behaviour management Ability to organise and prioritise own workload, to work on own initiative and make decisions within remit of LSA role. • To demonstrate the skills necessary to empower students to maximise their academic achievement. • To actively contribute to the smooth running of the school as a member of a team. • To assist in the supervision of students in the school • To manage classroom resources • Understanding and ability to carry out administrative duties including contribution to student files, reports and other documentation.	• Ability to carry out individual and small group work with students. • Experience of working with students who have Special Educational Needs. • Experience of working with students with SEMH • Interest and ability to contribute to extra- curricular activities

Professional Development

Essential	Desirable
• Commitment to undergo further and relevant training, including attending specific courses and First Aid. • Commitment to professional development in order to fully understand the current and relevant policies applicable to the role of LSA. These include; safeguarding students, equal opportunities policy and school procedures.	• Willingness to train in a specific subject area

Appointment will be subject to satisfactory completion of **all** pre-employment checks.

We are not looking for the impossible! If you think you have at least some of these attributes, we would very much like to hear from you.