



JOB DESCRIPTION

JOB TITLE: Learning Support Assistant (LSA)

DEPARTMENT / FACULTY: Learning Support

REPORTS TO: Lead LSA

SALARY: Grade 14, £24,404 - £25,183 (FTE), £16,785 - £17,321 (Actual)

WORKING HOURS: 30.5 hours p/week

WORKING WEEKS: 38 weeks, term time only

PAID WEEKS: Less than 5 Years: 43.5069 weeks (including statutory holiday entitlement)

More than 5 Years: 44.0877 weeks (including statutory holiday entitlement)

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both “enjoy and achieve”.

To assist the SENCO in the development and implementation of programmes of work for students in alternative provision and lessons. To provide a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.

There will be a requirement to work with students, either individually or in groups, that may have complex additional educational needs and may include students presenting moderate to intensive challenges. This could mean working with students with substantial disabilities, or behavioural difficulties.

MAIN RESPONSIBILITIES AND DUTIES

To support the teaching and learning process. Typically, the job will include all, or most of the following elements under the guidance and direction of the SENCO:

- Encourage students to work co-operatively with each other within an established behaviour 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.

- The postholder 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.
- Reviewing individual student targets.
- 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.
- Photocopy and use ICT systems for administration and educational purposes.
- 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 provide care and supervision of students within the classroom, within the school and outside of the school.
- When required, supervise students using playgrounds, changing rooms, and toilet facilities.
- A willingness to support students with personal care (training provided)
- Assist in the supervision of GCSEs, yearly examinations and tests/ assessments as directed.
- Act as reader and/ or amanuensis as required.
- Undertake the role of mentor as and when required.
- Work with student groups, using a range of strategies to gain acceptance and inclusion of students with additional educational needs.
- Monitor and support students engaged on work experience programmes if necessary.
- The ability to attend excursions and residentials, which may extend beyond that of the school day.
- To ensure all safeguarding information acquired in this role, is communicated to the appropriate member of the pastoral team in a timely manner and logged on CPOMS swiftly.
- To ensure compliance with GDPR at all times.
- To maintain confidentiality of information acquired in the course of undertaking duties for this role.
- You may be required to complete any other reasonable duties as directed by your Line Manager / Headteacher within the responsibilities/grade of the post.

Problem Solving & Creativity:

On a daily basis, within prescribed school guidelines, develop 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:

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 the SENCO, in relation to immediate care, control and safety of students with additional educational or personal needs.

Physical Effort & Working Conditions:

A normal school environment, although the postholder may be involved with alternative provisions.

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.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, colleagues, Senior Leaders, supply teachers and other stakeholders, including trustees, parents / carers, visitors, volunteers, consultants, suppliers & contractors, mail delivery companies, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Liaises proactively and positively with external agencies and stakeholders, including governors, parents, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.
Contact with Health Service professionals to provide daily support for the students with known medical conditions.

Contact with parents / guardians and outside agency staff to provide support for students, such as feedback on students' progress. Such communications can be of a delicate nature depending on a student's particular needs.

ADDITIONAL INFORMATION

While the level of student needs will vary from time to time, the jobholder will be predominantly working with students who are especially difficult to engage in activities, may present more frequent behavioural problems and where the attention span presents greater challenges and a need for high levels of patience to attain students' individual targets.

The postholder will require excellent organisational abilities, a working knowledge of ICT and will have to deal with a wide range of demands in the course of a day. Tact, diplomacy and the ability to remain calm are required.

Ensure a safe working environment to ensure compliance with health and safety, including appropriate risk assessments.

KNOWLEDGE, SKILLS & EXPERIENCE

Desirable

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.

Qualities required are to be a good team worker, showing discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness.

To be numerate and literate and to have good oral and written communication.

A background knowledge of the National Curriculum and a school's procedures and policies would be desirable

Significant empathy with students who have additional educational needs.

Where appropriate, to be prepared to undertake special skills training.

A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers.

Essential

An education standard equating to five GCSE Grade 4 (C) and above, including English and Mathematics.
Read and understand other relevant policies:

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, Safer Recruitment, and the Data Protection Policy**, ensuring that procedures are adhered to.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder..... Date:.....