

**RICKMANSWORTH SCHOOL**

**JOB DESCRIPTION**

**Post Title:** Learning Support Assistant

**Salary**: H2 – Actual salary £11,001-£11,657

**Hours**: Full time, 30 hours per week, term time only

**Responsible to:** SENDCO

**Responsible for:** Work, under the guidance of the class teacher and SENDCO, to implement agreed programmes/intervention strategies with groups of students both in and outside the classroom and assist in evaluating their impact.

The postholder will be expected to work during term time only. The hours of work will be 8.30am–3.20pm Monday–Thursday and 8.30 am–3.00pm on Friday. This will include one lunch duty per week supporting students as necessary in our SEND room. There may be occasions to attend meetings away from the School.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

**PRINCIPAL RESPONSIBILITIES**

* To support students in lessons at Key Stage 3 and 4.
* To ensure SEN students’ access to the curriculum through clarification, explanations and equipment as necessary.
* To liaise closely with teachers and the SENDCO.
* Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection. Report concerns to appropriate person.

**Duties**

* To use specialist knowledge to support students’ learning.
* To work with small groups or one-to-one with SEN students.
* To establish positive and productive working relationships with the students and actively promote inclusion.
* To provide feedback to students and teachers.
* To promote positive attitudes to learning.
* To attend, and participate in, meetings and training activities as required.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

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| **RICKMANSWORTH SCHOOL****Person Specification for the Post of Learning Support Assistant** |
| **Knowledge/****Qualifications** | * A good level of education including English and Maths GCSE A\*-C and A Level / NVQ 3 qualifications. (E)
* ICT skills to support learning. (E)
* A high standard of personal responsibility. (E)
* Well organised and capable of meeting deadlines. (E)
* A recognised LSA qualification. (D)
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| **Experience** | * Recent experience of working with students with a range of special educational needs. (D)
* Good understanding of safeguarding procedures in a School setting. (E)
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| **Skills** | * Understand barriers to learning and able to motivate students. (E)
* Good interpersonal skills and the ability to communicate effectively both orally and in writing. (E)
* The ability to assimilate information quickly. (E)
* Good organisational skills. (E)
* Committed to working as part of a team and contributing to its effectiveness and success. (E)
* Accurate and efficient word processing skills. (E)
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| **Personal attributes** | * Ability to work co-operatively and sensitively with others, both independently and as part of a team. (E)
* Committed to professional development and training. (E)
* Committed to equal opportunities and working in a multi-cultural environment. (E)
* Enthusiastic and self-motivated. (E)
* Caring, tolerant and patient. (E)
* Ability to display a calm, tactful and responsible attitude. (E)
* Flexible approach and the ability to adapt to change within the working environment. (E)
* Ability to take instruction and work on own initiative. (E)
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