

Higher Level Learning Support Assistant Job Description and Person Specification

Post:	Higher-Level LSA
Grade:	NJC Scale 4, Points 18-21 (£22,377 – £24,081 FTE) <i>Dependent on experience</i>
Hours:	Term-Time Only (35 hours) <i>salary will be pro rata</i>
Line Managed By:	Assistant Headteacher or as directed by Headteacher
Line Managing:	n/a

Job Description

Purpose of the Job:

Provide efficient and effective, higher-level LSA support to identified students in order to enable them to become more independent learners.

Main Responsibilities

- Carry out higher-level responsibilities equivalent to Scale 4, as directed by AHT (Inclusion) and/or Head of Centre as appropriate, including :
 - Drawing on specialist skills and knowledge to respond effectively to students with additional educational needs, particularly
 - (a) Students identified as having the very highest level of Special Need, including :
 - Providing high-quality, targeted individual/group in-class support
 - Providing support to class teachers of assigned students, in relation to:
 - Routine administration of course work etc.
 - Preparation of differentiated materials for assigned students
 - Advice in relation to need for specialist equipment and resources for assigned students
 - Routine preparation and maintenance of specialist equipment as above
 - (b) Students assigned to one or more of the following programmes:
 - Induction
 - Short-Stay
 - Individual Tuition
 - Literacy Intervention
 - Numeracy Intervention
 - Contributing as required to the induction programme for newly-appointed LSAs and the mentoring of trainees.
 - Taking the role of Key Worker for one or more students as required.
- In addition, carry out all routine responsibilities associated with the role of LSA Scales 2-3, including :
 - Working with identified students – either individually or in groups as appropriate - under the direction of the class teacher, using a range of strategies appropriate to their needs to support their learning

- Contributing as appropriate to the class teacher's planning for individuals and groups
 - Supporting the organisation of the learning environment
 - Contributing to the records of students' progress and achievements, as agreed with the class teacher or line manager, as appropriate
 - Providing care with regard to the physical well-being of identified students
 - Accompanying students on educational visits and trips during contracted time
 - Undertaking exam invigilation, as required – including providing individual support to special consideration students, such as scribing, reading questions etc.
 - Attending meetings during contracted time in order to discuss students' progress and plan and review support
 - Undertaking supervision duties at Break and lunchtimes and before/after school, as appropriate
 - Participate as appropriate in the school's agreed Performance Management Programme.
 - Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
 - Maintain awareness of and comply with all relevant PRU policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
 - Undertake any additional duties or responsibilities as reasonably directed by the Headteacher, commensurate with the scope and grade of the post.
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Person Specification

Qualifications

- Educated to at least Level 3 (5 A*-C GCSEs or equivalent + appropriate level 3 qualification)

OR

- Appropriate relevant experience of providing higher-level support for students' learning needs

Experience

- Experience of higher-level LSA or other relevant work in a school or other comparable organisation

Skills and Understanding

- Good organisational, communication and interpersonal skills
- Good level of technical competence in all areas relevant to the post
- Understanding of and commitment to the PRU aims and the challenges and opportunities facing it
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality

Qualities

- A positive attitude to work and life
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
- Confident in ability to carry out higher-level tasks, particularly those involving significant interaction with parents/carers or students
- Hard-working, resilient and professional.
- Commitment to own continuing professional development and to supporting the continuing professional development of others

Name of Post Holder

Signed:

Date:

Name of Line Manager

Signed:

Date:

Name of Headteacher

Signed:

Date:
