



**Serva Fidem**

## **JOB DESCRIPTION**

**POST TITLE:** Learning Support Assistant (LSA)

**RESPONSIBLE TO:** SENCO

**PURPOSE OF POST:** To support children with Education, Health and Care Plans along with those that have complex Special Educational Needs. The range and frequency of duties undertaken will vary according to the needs of the pupil/s.  
This job description is not exhaustive and other duties may be required.

### **MAIN DUTIES**

The LSA will work with and support pupils with Education, Health and Care Plans along with those that have complex Special Educational Needs.

#### **Supporting the pupil:**

- Support and assist pupils, either on an individual basis or in small groups with class based lessons and activities and during unstructured times to develop social interaction and creative play skills if appropriate.
- Encourage and engage the pupil by teaching a range of strategies so that he becomes an independent learner.
- Work with teaching staff on the creation of appropriate materials and ensuring that those materials are available to the pupils.
- To develop knowledge of the particular needs of the child.
- Attend pupil review meetings.
- Support off site (trips) where appropriate.
- Be fully engaged throughout each lesson ensuring access to learning activities for the pupil being supported.
- To keep a diary recording progress and areas of strengths and weakness.

#### **Supporting the Class Teacher and SENCO:-**

- To work with the teacher in providing modified materials as required e.g. worksheets, games, visual prompt cards, behaviour charts etc.

- Communicate with the teacher and relevant Study Centre staff by giving feedback on the pupil's needs and areas of strength.
- Ensure that the class teacher and relevant Study Centre staff are informed of any difficulties whether physical, emotional or behavioural.
- Follow guidance from the teacher on having a consistent approach with behaviour and rules in the class.
- Attend sessions with tutors and therapists carrying out any follow up activities recommended.
- To speak to the class teacher and seek guidance before liaising with parents/outside professionals.

### **Supporting the School:-**

- Attend in-service training and termly Learning Support team meetings.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies.
- To maintain confidentiality in all aspects of school life.
- To carry out duties as directed by the SENCO or Head Teacher,

**This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within which the post holder is expected to operate.**

**This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the pupil or the school. Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.**

**This job description is current as of September 2017 but will be updated in consultation with the post holder should circumstances change.**