HARLINGTON SCHOOL

Harlington School: A caring, forward thinking professional learning community, that develops exceptional educators and kind hearted, hard-working and well-rounded young people, all with a passion for equality and scholarship.

Information pertaining to the Post of Learning Support Assistant - Scale 2 (Reviewed June 2021)

Safeguarding

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

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Information about the Post

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs.

You will be required to liaise with the SENCO, Class teachers, Assistant Head Teacher and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists etc.

Days and Hours

This is a term time only, permanent appointment. The post holder is employed for 39 weeks per year, plus two and a half training days in September every year. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 20 minute lunch break.

Holidays

As this is a term time only position, holidays occur during the published holiday periods of the school.

Salary

Scale 2 relating to the support of SEND students [and in accordance with the school's support staff structure and/or any local agreements that are in place].

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Line of responsibility

The Learning Support Assistant (level 2) will be directly responsible to the Lead LSA and SENCo

Job purpose

The purpose of the Learning support Assistant (level 2) is to:

- Provide support for the teaching and learning of students who are under the instruction of the class teacher, in order to maximise their participation and achievement.
- Provide support with classroom management and with the supervision of students, while maintaining a purposeful, orderly and supportive environment.
- Provide general care and welfare to students.
- To work with students, providing constancy and consistency, and supporting them in developing the interpersonal skills they need to thrive in the wider world.
- Working within the systems and structures of the school and following agreed protocol and established school policies.
- Other duties of an appropriate level and nature may also be required, as directed by the Headteacher, or the Assistant Headteacher, HR.
- Contributing to the overall ethos, work and aims of the school.

Job description

Key Tasks and Responsibilities

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall understand and implement the school's behaviour policy and code of conduct, including the issuing of rewards and sanctions within the school's policies and procedures.
- S/he shall ensure that students are aware of the school's behaviour policy and code of conduct, and support students to comply with them and to understand the consequences of their behaviour.
- S/he shall report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- S/he shall supervise and provide support to individuals and groups of students, including those with special educational needs (SEN), ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.

- S/he shall contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- S/he shall be aware of and respond appropriately to individual student needs.
- S/he shall attend to and implement support to meet the personal and physical needs of students including health and hygiene matters.
- S/he shall encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop.
- S/he shall liaise with her/his line manager, appropriate teaching staff and other professionals to ensure support is effective and efficient.
- S/he shall work to establish a supportive relationship with parents/carers in order to foster strong and constructive links between home and school.
- S/he shall support teaching staff in respect of planning, preparation, assessment and administration.
- S/he shall assist with the preparation, maintenance and use of teaching materials and equipment, and tidy away materials/equipment as required.
- S/he shall produce additional curriculum materials, in discussion with the class teacher, to support teaching programmes.
- S/he shall contribute to the planning and review of lessons, activities and/or support programmes.
- S/he shall undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of the class teacher.
- S/he shall assist students to learn as effectively and independently as possible, both in group situations and on their own, by for example clarifying and explaining instructions, hearing students read etc.
- S/he shall adopt appropriate strategies and approaches to support and assist students in achieving their learning goals.
- S/he shall adjust learning activities and programmes, in discussion with the class teacher, to assist students achieve their goals.
- S/he shall ensure students are able to use the equipment, other specific aids and materials and assist where students are uncertain, such as with meanings of words, spelling and presentation.
- S/he shall use ICT effectively to support learning activities and develop students' competence and independence in its use.
- S/he shall supervise and assist students in their concentration in order to complete work set.

- S/he shall motivate and encourage students, and help them to develop their self-esteem and interaction with others.
- S/he shall maintain records of student progress, achievement and problems, and provide verbal and written feedback as required to staff and students.
- S/he shall contribute to individual education plans (IEPs) and individual behaviour plans for students.
- S/he shall provide assistance in the supervision of students during breaktimes and lunchtimes as required.
- S/he shall put up and maintain appropriate displays within the classroom and school.

Administrative

- S/he shall undertake a range of clerical and administrative tasks as required, for example, photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments.
- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- S/he shall input and extract information from the school's system/s as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.
- S/he shall maintain both manual and computerised record and filing systems in line with requirements.

General

- S/he shall attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- S/he shall assist in escorting students on educational visits and participate in extra-curricular activities as required.
- S/he shall invigilate school and public examinations and tests as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- S/he shall comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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Review of the Job Description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher.

- This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.

- Person Responsible: Headteacher.

Personal specification

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues.	✓	
Understand, promote and uphold policies for safeguarding children and young people.	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player.	✓	
Positive, flexible, 'can do' approach to tasks and workstreams.	✓	
Calm and patient; emotionally resilient in challenging situations.	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people.	✓	
Planned and organised approach to workload.	✓	
Excellent written and verbal communication skills.	✓	
Good ICT skills.	✓	
Thinking laterally and open to new ideas and approaches.	✓	
Committed to professional training and development.	✓	
Committed to equality and diversity.	✓	

Qualifications and Relevant Experience	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*–C/ 9-4) or equivalent, in English and mathematics.	✓	
Qualifications for working with young people with learning needs.		✓
Experience working with young people with learning needs.		✓
'A' Levels or equivalents.		✓
Previous experience in a secondary school, in the role of learning support assistant, cover supervisor or learning mentor.		✓
Qualifications or experience in Youth Work, Police work, Social Work or other relevant experience working with young people.		✓
Qualifications or experience pertaining to working with young people who are not successfully engaged with mainstream education.		✓
Qualifications or experience working with young people who may be experiencing anxiety disorders, school refusal.		✓

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Skills & Abilities	Essential	Desirable
Calm, emotionally regulated behaviour, even when faced with challenges.	✓	
Extremely emotionally resilient and self – aware.	✓	
Ability to build and form good relationships with students, and to persist with this even when faced with challenges.	✓	
Ability to relate well to, and motivate children/young people.	✓	
Ability to use and learn a range of strategies to deal with challenging student behaviour.	✓	
Able to work flexibly and respond to unplanned situations.	✓	
Able to demonstrate initiative when planning workstreams.	✓	
A strong team player, who recognises the importance of effective adult team work, and a consistent and constant approach when workstreams involve managing young people with attachment disorder.	✓	
Willingness to engage in self reflection and team reflection tasks and supervision, in order to maintain good personal emotional health, in order to support vulnerable students.	✓	
Good standard of numeracy and literacy skills.	✓	
Good understanding of child development and learning processes.		✓