Job Description and Person Specification

Learning Support Assistant

Laurus Ryecroft





Learning Support Assistant

Salary: Scale 4

The core purpose of this role is to support identified students within the classroom environment, within small group situations and on a one to one basis. LSA's will work with teachers to enhance student progress, whilst also promoting their independence, self-esteem and social inclusion.

Provision for students with SEND

- Contribute to the development of programs which support students with SEND
- Act as keyworker for students with SEND in order to support their progress throughout school.
- Prepare and maintain learning resources according to the needs of students with SEND
- Where necessary deliver small group and one to one intervention programs as directed by the SENDCO
- Act upon the appropriate advice of outside agencies to implement advice and strategies given on how to support students with SEND
- Reflect on the quality of support for students with additional needs and act on the outcomes of this process
- Create and update school focused plans for students with additional needs to profile their needs to staff
- Contribute to the development of provision for students with SEND across the whole school
- Provide in class support for students with SEND
- Supervise the activities of individuals or groups of students both in and out of the classroom
- Deliver physiotherapy as appropriate following the programme and advice from the Physiotherapist

Learning Support Team Responsibilities

- Collaborate with all members of the pastoral team, to support the progress of students with SEND
- Contribute to the Learning Support Development Plan
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Attend staff meetings and participate in staff training as required
- Maintain accurate and up to date records for students with SEND
- Contribute appropriately to lesson cover and duties
- Contribute to the Learning Support Key Worker Programme
- Be a point of contact for students and their parents/carers
- Attend Annual Review and multi-agency meetings as appropriate

General Responsibilities.

- Undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- Fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- Take responsibility for promoting and safeguarding the welfare of students in the school
- Work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- Work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities

Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	• Experience of working with young people who are vulnerable and/or who have special educational needs	• Experience of delivering intervention to small groups of students or on a one to one basis • Experience of developing student profiles • Experience of working collaboratively with parents to secure better outcomes for young people • Experience of working with children and young people within an educational environment • Evidence of working with outside agencies linked to school	Application form / interview
Education and training	• GCSE qualifications or equivalent	• GCSE qualifications or equivalent in Maths and English at grade C or above • Relevant NVQ3 or equivalent qualification • First Aid qualification or willingness to take such a qualification	Application form / interview/ Qualification Certificates
Knowledge and skills	• Ability to support teaching staff to enable students to achieve their full potential • ICT skills – SIMS, Word, Excel • Ability to motivate and encourage individuals and small groups of students under supervision • Ability to assess, record, monitor and report on the progress of learners • Solution focused		Application form / interview

Knowledge and skills	• An understanding of safeguarding issues • An understanding of the principals of child development and learning processes • An up to date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of students		Application form / interview
Interpersonal Skills	• Excellent communication skills with pupils, parents and other staff. • Team player, collegiate and collaborative • An understanding of individual student's needs and strategies to meet these identified needs.		Application form / interview
Other Requirements	• A commitment to Laurus Trust aims • Confidentiality	• Committed to the high standards and knowledge of safeguarding within schools.	Application form / interview /References

February 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders will be expected to comply with any reasonable request from a manager to undertake work of a similar grade that is not specified in this job description.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.