

## Learning Support Assistants

### Job Description & Person Specification

Light Years School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### Job Details:

**Salary:** Light Years Pay Scale K1-K16 (£15,500 - £24,000)

**Hours:** 37.5 hours per week

**Contract Type:** Full Time, Permanent

**Reporting to:** Assistant Headteacher & Classroom Teachers

Learning Support Assistants are paid on a scale ranging from £15,500 to £24,000 and are entitled to annual performance related pay. An employee's starting pay will be based on their current salary, experience, knowledge, and skills.

#### Values

Learning Support Assistants will share our values:

**Respect:** All members of our school community respect the children we educate, their families and the professional colleagues who work as part of our team. Our shared values ensure the upmost respect for our whole school community.

**Child-centred:** All members of our school community will always act in the child's best interest. The child is placed at the centre of every decision we make ensuring a lasting positive impact on the lives and futures of the children we educate.

**Ambition:** All members of our school community will share our ambition to provide the best education for pupils. This involves proactively engaging in specialist training, sharing best practice, developing yourself and supporting others within the school to do the same. Light Years is driven by our shared values to provide an exceptional provision for pupils with special educational needs.

#### Main Purpose

Learning Support Assistants will:

- Provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.
- Build strong and trusting relationships with pupils to support them engage in learning.

## Learning Support Assistants Specific Responsibilities

### Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence.
- Adapt communication style to respond to pupils according to their individual needs.
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
- Assist with the development and delivery of individual education and support plans.

### Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom.
- Play an active role in the classroom, supporting pupils with their learning.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use ICT skills to advance pupils' learning.
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Monitor, record and report on progress and attainment.
- Supervise a class if the teacher is temporarily unavailable.
- Contribute to the overall ethos, aims and work of the school.

### Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Communicate effectively with parents and carers under the direction of teachers.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line manager.

## Additional Responsibilities

Learning Support Assistants are paid on a scale ranging from £15,000 to £24,000 and are entitled to performance related pay. An employee's starting pay will be based on their current salary, experience, knowledge and skills. Learning Support Assistants who are paid between **K9-K16 (£20,000 - £24,000)** will be expected to undertake additional responsibilities that contribute to the wider development of the school, including cover teaching and teaching small groups with the support of other staff members. This will normally be agreed during the interview process or agreed with your line manager or Headteacher on appointment. Learning Support Assistants appointed in this paid bracket will normally hold line management responsibility of another teacher or learning support assistant. Examples of what this might include are included below:

- Literacy Intervention Lead
- Emotional Literacy Support Assistant (ELSA)
- Senior Learning Support Assistant
- Assembly Coordinator
- Supporting Transitions Lead Practitioner
- Mental Health Champion
- School Council Lead
- Duty Co-Ordinator
- Physical Education Lead

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

**Person Specification**

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> </ul>
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people with special educational needs (SEN)</li> <li>• Experience planning and delivering learning activities</li> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>• Capacity to inspire, motivate and challenge children and young people</li> </ul>

**Notes:**

This job description is subject to annual review and/or change at other times in response to identified needs of the school.

**Last review date:**

**Next review date:**

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:**

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