# Job Profile

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| **Job Title** | **Learning Support Assistant (LSA)** |
| **Responsible to** | Headteacher via SENCO |
| **Main Purpose of Job** | To support students with learning and physical needs by working in partnership with teachers, and to undertake the designated administrative tasks associated with the post. |
| **Focus of Job** | Student facing |
| **Key Responsibilities** | Key tasks: |
| 1. LSA | To work collaboratively with other staff to provide effective support to ensure access to learning in order for the student to be successful in all areas of school life.  To provide physical support for some students by assisting them with wheelchair access around the school buildings, on a daily basis.  Duties will include physical therapy and/or intimate care (full training will be provided).  Willing to continue training in area of SEN and train others.  Work closely with SENCo to devise specialist provision.  Devise resources to support staff, students and parents.  Provide data and progression reports when required for identified key students.  Attend Annual Reviews and meetings with SENCo, parents and external agencies where required. |
| 2. Supporting SEN students either on a 1–1 basis or in a small group or outside the mainstream classroom to meet targets. | To plan with the SENCO, specialist teacher or senior LSA appropriate activities for withdrawal sessions.  To provide in-class support reflecting both the student’s targets and the teacher’s lesson plans.  To help students to become independent learners by showing interest and assisting them with their work and promoting development of social skills.  To assist in assessing and reviewing student’s progress with the SENCO. |
| 3. Supporting teachers | To discuss student’s progress with their teachers, the SENCO, parents and external agencies to facilitate future planning.  To work in partnership with teachers to provide in-class support and and individual or small group tuition, planning and preparing materials and resources where required. |
| 4. Supporting the school | To maintain records and monitoring reports to facilitate assessment and review.  To assist with assessment and marking and recording tests.  To undertake work in a way that reflects the school ethos and policies particularly those for inclusion and behavioural management.  To attend and contribute to departmental meetings and INSET activities.  To support students during both internal and external exams and assessments. |
| 5. Supporting the curriculum | To help with supervision of lunchtime activities.  To support staff with extra-curricular activities. |
| **Key Skills** | Excellent IT skill.  Excellent communication skills.  Excellent organisational skills. |
| **Additional Duties and Responsibilities** | To support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.  To uphold the school’s policy in respect of child protection matters.  First Aid as required.  Administration as required.  Back up for other roles as required.  Adhoc duties as required. |
| **Training** | Training will be provided in school and externally, if deemed necessary to the role. |
| **Required attributes** | Excellent standards of accuracy.  Team player.  Able to work on own or as part of a team.  Professional smart appearance.  Organised and must be able to prioritise, multi task, work under pressure and to deadlines.  Must demonstrate tact, confidentiality and discretion at all times.  Proactive, motivated, calm and shows initiative.  Friendly with a sense of humour.  Reliable and excellent time keeping.  Able to relate, communicate and empathise with students and staff.  Willing and able to undertake training and development to broaden skills.  Enhanced DBS clearance.  Medical clearance.  Satisfactory references. |
| **Salary** | Weydon payscale WA2, currently £15,370- £18,204 per annum (full-time equivalent salary)  Actual salary £7,279 - £8,621 per annum (based on working 20 hours per week) |
| **Hours** | 15 - 20 hours per week over 5 days, 39 weeks per year. |
|  | This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Headteacher. |

(Updated June 2019)