

POST TITLE: Learning Support Assistant

GRADE: Scale 5 (£25,578-£26,985) (pro rata) depending on experience

REPORTING TO: SENCO/ Higher Learning Teaching Assistant (HLTA)

PURPOSE:

To support the SENCO and HLTA in implementing and maintaining high quality special educational needs provision which enables quality teaching, excellent learning outcomes and success for all assigned students with SEND.

Overall responsibilities

The Learning Support Assistant (LSA), under the direction of the SENCO and/or HLTA will:

- Be responsible for day-to-day implementation of specific provision to support individual students with SEN or a disability (SEND) across the curriculum
- Provide professional guidance to colleagues, working closely with staff and parents, of assigned students with SEND and students with EHCP

Main Duties

a) Implementation of the SEND provision for your assigned students

- Contribute to a positive and inclusive whole school ethos that promotes excellent outcomes for students with SEND
- Support the SENCO/HLTA in ensuring the HWS SEND policy is implemented effectively within the school
- Be responsible for the delivery of support and interventions for students with SEND and EHCP
- Be a Key Link for your assigned students with EHCP and SEND
- Support all staff in understanding the needs of the students with SEND that you support and are Key Link for
- Be responsible for sharing information, including profiles and strategies within the EHCP, with teachers for your assigned students with EHCP and SEND
- Be responsible for your assigned students with SEND and EHCP, including the implementation of the EHCP, where awarded
- Be responsible for developing and implementing the agreed provision for your assigned students with SEND, across the school, and be responsible for monitoring and evaluating the quality of provision, providing feedback to both teachers and the HLTA.
- Be responsible for the progress and outcomes of your assigned students with EHCP and SEND, based on ensuring that their teachers understand their needs, and support them with the implementation of identified strategies within your assigned students' plans and / or profiles
- Be responsible for the delivery of interventions both after school and during school hours to

students, and ensure that information is shared with teachers on key skills gained and how to be utilised across the curriculum

- Be responsible for updating a Provision Map (Edukey or equivalent) providing feedback on individual learning plans, to record, track and monitor the effectiveness of interventions for your assigned students
- Be responsible for providing feedback to the HLTA and SENCO during the scheduled system to monitor and evaluate support for your assigned students with EHCP and SEND, including reviewing the effectiveness of in-class support, withdrawal and specific internal and external interventions
- Be responsible for fostering effective relationships with parents of your assigned students with EHCP and SEND
- Be responsible for ensuring that records of your assigned students with EHCP and SEND are kept up to date
- Support the SENCO and HLTA in the Annual Review Process for your assigned students by collating and preparing information for the review and contributing within the meeting.
- Be responsible for your own personal professional development in the four areas of the Code of Practice, and other current theoretical approaches around students with SEND, and disseminating that knowledge, as appropriate, to the Learning Support Team and across the whole school
- Make a key contribution to school self-evaluation, particularly with respect to provision for your assigned students with SEND
- Provide regular information to HLTA and SENCO on the effectiveness of SEND provision and outcomes, within the teaching groups you support, as and when required.

b) Supporting and developing staff

- Take an active role in weekly training within the Learning Support Department sharing and developing your understanding of SEND and the most effective practice to support students with EHCP and SEND
- Be responsible for the delivery of training for staff on how to teach and support students with SEND effectively, on a whole school, year group, and individual teacher basis, at Wave One Level, in order to improve the effective support for your assigned students with SEND.
- Be responsible for the delivery of training offered to any staff experiencing difficulties with your assigned students with SEND.
- Establish opportunities for staff to review the needs, progress and targets of your assigned students with SEND

c) Teaching and learning

- Support staff to implement inclusive Quality First Teaching (QFT) for your assigned students with SEND
- Collect and analyse assessment data on SEND to demonstrate progress of your assigned students to inform your practice
- Support teachers to implement a broad, balanced and relevant curriculum whilst employing guidance and the most effective practice to meet the needs of your assigned students with SEND
- Promote your assigned students' inclusion in the school community and access to extra-curricular activities.

d) Additional responsibilities and general requirements

- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff Code of Conduct
- Show commitment to the school, promote an inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues
- Participate in the school's performance appraisal process, ensuring that objectives are set and met within the agreed time-scale.
- Undertake any professional duties commensurate with the grade of the post, reasonably delegated to the postholder by the Headteacher.
- Network and share good practice with other Haringey LA Learning Support Assistants.