

Learning Support Assistant

GRADE: Haringey Support Salary Scale 5 (Pro Rata)

CONTRACT: Term Time Only (40 weeks) x 36 hours a week

REPORTING TO: SENDCO / Advanced Learning Support Assistants (ALSA)

PURPOSE:

To support the SENDCO and Advanced Learning Support Assistants (ALSA) 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 SENDCO and/or ALSA will:

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

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 SEND students.
- Support the SENDCO/ALSA in ensuring the HWS SEND policy is implemented effectively within the school.
- Be responsible for the delivery of support and interventions for SEND and EHCP students.
- Be a Key Link for your assigned SEND and EHCP students.
- Support all staff in understanding the needs of SEND and EHCP students 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 SEND and EHCP students.
- Be responsible for your assigned SEND and EHCP students, including the implementation of the EHCP, where awarded.
- Be responsible for developing and implementing the agreed provision for your assigned SEND students, across the school, and be responsible for monitoring and evaluating the quality of provision, providing feedback to both teachers and the ALSA/SENDCO
- Be responsible for the progress and outcomes of your assigned EHCP and SEND students, 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 ALSA and SENDCO during the scheduled system to monitor and evaluate support for your assigned EHCP and SEND students, 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 EHCP and SEND students.
- Be responsible for ensuring that records of your assigned EHCP and SEND students are kept up to date.
- Support the SENDCO and ALSA in the Annual Review Process for your assigned students, including providing information, insight and updates on student progress.
- Be responsible for your own personal professional development in the four areas of the Code of Practice, and other current theoretical approaches around SEND students, 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 SEND students.
- Provide regular information to ALSA and SENDCO 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 EHCP and SEND students.
- Be responsible for the delivery of training for staff on how to teach and support SEND students, on a whole school, year group, and individual teacher basis, at Wave One Level, in order to improve the effective support for your assigned SEND students.
- 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 SEND students.
- 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 SEND students.

- 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, strongly opposing 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 timescale.
- 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.