



### **Learning Support Assistant ("LSA")**

#### **Job Description**

Salary: H2 3-5 (£18,562 – £19,312 + Fringe £626 pro rata)

Contract type: Temporary

Responsible to: SENDCO

#### **Main purpose**

To work with the SENDCO and teachers as part of a professional team to support teaching and learning of students with SEND. Providing learning support to pupils who need particular help to overcome barriers to learning covered by the four broad areas of need - communication and interaction; cognition and learning; social, emotional and mental health; sensory and/or physical needs.

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

#### **Key responsibilities:**

1. Implementation of planned learning activities/teaching programmes coordinated with the SENDCO and agreed with the teacher, adapting activities according to pupils' needs and responses as appropriate.
2. Participation in planning of learning activities with teachers, providing feedback to the teacher on pupil progress and behaviour.
3. Supporting learning by utilising and further adapting differentiated resources provided by teachers.
4. Supporting pupils in social and emotional well-being, reporting problems to teachers and pastoral team as appropriate.
5. Sharing information about pupils with other staff and parents / carers as appropriate.
6. Understanding, supporting and promoting independent learning and inclusion of pupils with SEND.

#### **Whole-school organisation, strategy and development:**

1. Responsible for maintaining confidential pupil records.
2. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

#### **Health and Safety:**

1. Responsible for the careful and safe use of standard ICT and all other equipment.
2. Assist with supervising pupils on educational visits.
3. Undertake moving and handling activities as required.

#### **Working with colleagues and other relevant professionals:**

1. Ability to be a proactive team player with children's learning as a priority.
2. Ability to team-teach and share responsibilities in the classroom.
3. Provides assistance to pupils on social, welfare and health matters.

#### **Management of staff and resources:**

1. Works under the direction of the SENDCO and in cooperation with the classroom teachers.
2. Is creative in making decisions about adaptation of own work supporting pupils; more complex decisions referred to senior staff.
3. Supports pupils in using basic ICT.

**ST MARY'S CATHOLIC SCHOOL**  
Part of St. Francis of Assisi Catholic Academy Trust

Acting Heads of School:  
Miss D McHugh, BSc (Hons) CCRS  
Mr T Johnston, BA (Hons) NPQH

Windhill  
Bishop's Stortford  
Herts. CM23 2NQ



Chief Executive Officer:  
Mr A Celano, BSc (Hons) MEd

Tel: 01279 654901  
E-mail: [info@stmarys.net](mailto:info@stmarys.net)  
Website: [www.stmarys.net](http://www.stmarys.net)

**Professional development:**

1. Undergoes CPD suggested and offered by the SENDCO.
2. Participates in selected INSET sessions.
3. Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.

**Communication:**

1. Communicates effectively with pupils with SEND and their teachers to support learning and development; models and encourages acceptable behaviour.
2. Exchanges information with relevant staff and parents/carers.