THE JOHN FISHER SCHOOL
JOB DESCRIPTION

Job Title: Learning Support Assistant (LSA)
Salary/Grade: SCP3 to SCP6
Contract Type: Full Time
Accountable to: Higher Level Teaching Assistants and SENDCo

Work in partnership with: HLTAs, LSAs, SENDCo, external agencies, Senior Leader ship Teamclass teachers, Directors of learning, Form Tutors, Key Stage Leaders.

Duties and responsibilities:
In relation to the individual student:

- **To develop an in depth understanding of the special educational needs of the student/s concerned**
- **To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials**
- **To build and maintain successful relationships with student/s, treat them consistently, with respect and consideration**
- **To be an advocate for students with special educational needs**
- **To have regard for the student/s' safety and well-being at all times**
- **To help promote independent learning**
- **To help reinforce learning**
- **To remove barriers to learning**
- **To assist students with physical needs as appropriate**
- **To help students record work in an appropriate way**
- **To develop study and organisational skills**
- **To help keep the students on task and build motivation**
- **To model good practice**
- **To help build the student/s' confidence and enhance self-esteem**
- **To support student/s with pastoral issues**

In relation to the teacher:

- **To promote an understanding of the student/s' needs**
- **To have formal and informal meetings with teachers to contribute to planning lessons/ activities**
- **To prepare appropriately differentiated materials and resources**
- **To prepare students prior to a task**
- **To supervise practical tasks**
- **To be involved in keeping records and evaluating identified students' progress In relation to the school:**
- **To support the Catholic ethos of The John Fisher School**
- **To show absolute commitment to the protection and safeguarding of children and young people**



- **To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate**
- **To support implementation of school policies and procedures, including those relating to confidentiality and behaviour**
- **To identify personal training needs and to attend appropriate internal and external in-service training**
- **Any other tasks as directed by the SENDCo/Head teacher, which fall within the purview of the post**

Appraisal arrangements:

- **Annual formal review of performance with HLTA line manager**
- **Review of appraisal targets mid year**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Headteacher or the incumbent of the post.

The John Fisher School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Person Specification				
Criteria Assessed by:	E – Essential/D – Desirable A – Application/I - Interview	**E**	**D**	**A**	**I**
QUALIFICATIONS AND REQUIREMENTS					
Good general education		X			
GCSE grade C or equivalent in Maths and English			X	X	
A commitment to the protection and safeguarding of children and young people and to the Catholic ethos of the school		X		X	X
KNOWLEDGE AND UNDERSTANDING					
Understand how best to engage with young people to help them achieve their potential			X	X	X
An understanding of general SEN and how best to support these needs			X		X
A commitment to the values of inclusive education		X		X	X
SKILLS AND EXPERIENCE					
Evidence of working with children in some capacity; this could be as a parent/carer		X		X	X
Relevant work experience in a similar environment			X	X	X
A commitment to the protection and safeguarding of children and young people		X		X	
Ability to work independently and as part of a team		X		X	
Basic IT skills			X	X	
A positive interest in working with children, especially teenagers		X		X	X
PERSONAL ATTRIBUTES					
Excellent punctuality and professional conduct		X		X	X
A positive and optimistic approach		X			X
Good interpersonal skills		X		X	X
A commitment to a team ethos		X		X	X
Professional integrity and honesty		X		X	X
Ability to meet deadlines		X		X	X
Self-motivated with an ability to use own initiative		X		X	X
An ability to develop positive relationships with all at The John Fisher School		X		X	X
Ability to work calmly, with patience and perseverance		X		X	X