



Kennel Lane School

Valuing Achievement
Encouraging Independence



LEAD LEARNING SUPPORT ASSISTANT

Whole School

Job Description/Specification

Kennel Lane School: 2023

Job Title: Lead Learning Support Assistant

Responsible to: Extended Leadership Team and Class Teachers

Actual Salary: £20,812-21968, £663 London Fringe & £1401 Special Schools Allowance

Work Pattern: Term Time, Inset days and any other training as required 32.5 hours per week

Mon'/Tues': 08.40 -16.10, Weds' : 08.40 -15.40 & Thurs'/Fri': 08.40-15.10

Job Purpose

Supervising LSAs

Provide a model of outstanding practice by leading through example

- Supervise and lead LSAs by providing regular guidance and mentoring. To be accomplished by reviewing performance review targets, modelling practise, and providing in the moment feedback

Teaching and Classroom Management

Lead learning activities for learners individually, within groups or with whole classes

Maintain all documents, ensuring they are current and submitted to any relevant databases on time

Take lead during lunch breaks and off-site visits to maximise learning opportunities, this includes directing LSAs to maintain a proactive learning environment at all times

- Lead in the short-term absence of teachers by following teaching plans and attending meetings as appropriate
- Take part in planning and evaluation of learning including key assessment data
- Ensure good communications between home, school and external professionals
- Provide detailed and regular feedback to teachers on learners' progress
- Manage the learning environment including the preparation for lessons
- Organise paperwork, files, records and risk assessments

Specifically, this role will require the following:

- Be aware of learners' Individual Education Plan and social, emotional and behavioural needs
- Support the teacher and other professionals in delivering individual learner programmes and group activities
- Be aware of the importance of the learners learning environment by preparing for lessons, e.g., set out and store appropriate resources, materials and equipment before and after each activity
- Adopt a team approach to supporting the management of children's behaviour programmes

- Undertake toilet routines and other core programmes, including the changing of soiled clothing and wiping spillages
- Prepare learners, give support with independence skills and be involved with pastoral support
- Assist in moving learners and equipment around the classroom, including lifting learners, following training and guidance
- Support groups of learners during off-site learning
- Maintain agreed record keeping of learners' progress, health, safety and hygiene
- Develop communication with parents and professionals as a member of the class team

Such other duties as may from time to time be necessary, in any part of the school with learners of any age or ability, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

The post holder is responsible for ensuring that the school safeguarding and child protection policy is adhered to, and concerns are raised in accordance with this policy.

All staff should retain strict confidentiality about all aspects of school life.

The post holder may be exposed to very challenging or unpredictable behaviours.

All staff should participate in appropriate staff training and be aware of staff professional development within the school.

Skills

- Possess a positive approach to working with children and have the ability to motivate, inspire and build rapport
- Have a strong regard for learners' safety and well-being
- Working with learners from a range of backgrounds and individual learning needs requires a respect of diversity
- Build relationships with learners, parents, teachers and governors through excellent interpersonal skills
- Reading, writing, numeracy and communication skills
- Excellent team working skills as you'll be working with other support staff, classroom teachers and other professionals, such as educational psychologists, speech and language therapists, social workers and external agencies
- A flexible and creative approach to work to support in a range of school-related activities such as cooking, art and science projects and Forest School
- A professional attitude to work with strong organisational skills
- A willingness to keep up to date with educational policy and training related to the role.

- Flexible style of working and be a team player

Qualifications

- Appropriate qualification to demonstrate good command of written and spoken English
 - It is essential applicants have a minimum of A*—C GCSEs in Math and English or equivalent
- Qualifications equivalent to National Qualifications Framework for England and Northern Ireland Level 3 – to Diploma standard
 - Supporting Teaching and Learning in Schools (QFC) CACHE to Diploma standard
 - NNEB—Nursery Nurse qualifications

It is essential that any qualifications must make up a minimum of 12 units of study and the course must have suitable supervision and assessment of practical elements as part of the assessment criteria.

Other Work Requirements

- Participate in training and other development activities as required

Work-related Personal Requirements

- Committed to equality of opportunity