

## Learning Support Assistant JOB DESCRIPTION

### Responsible to:

Head of Learning Support & SENCO.

### Main Duties

- The LSA role involves supporting pupils across the year groups and across the range of curricular subjects, including A level subjects, requires confidence in helping pupils to access the learning and concepts presented

### Specific Duties:

#### Teaching & Learning

- To manage pupil learning through effective teaching and supporting in accordance with the schemes of work and policies within the Department being supported
- To ensure continuity, progression and cohesiveness in the support given.
- To use a variety of methods and approaches to match the range of pupil needs, and ensure equal opportunity for all pupils.
- To consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with other Staff in order to benefit from their specialist knowledge
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

#### Monitoring, Assessment, Recording, Reporting, and Accountability

- To be immediately responsible for the processes of assessment, recording and reporting for the pupils in their charge.
- To monitor pupil progress, help set targets, and use outcomes to inform oral and written feedback.
- To assess pupils' work in conjunction with the teacher and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to assist in the preparation and possibly the presentation of informative, helpful and accurate reports to parents.
- Keep an accurate register of pupils being supported from day to day. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

#### Subject Knowledge & Understanding

- To have a good and up-to-date knowledge and understanding of the current Code of Practice.
- To have a good and up-to-date knowledge and understanding of the Curriculum and specifications for examination courses.

- To keep up to date with teaching programmes of the subject area within which support is given.

### **Professional Standards & Development**

- To be a role model to pupils through personal presentation and professional conduct.
- To be familiar with the School handbooks and support all the School's policies.
- To establish effective working relationships with professional colleagues.
- To work effectively as part of the SEN team.
- To strive for personal and professional development through active involvement in the School's professional development procedures.
- To liaise effectively with parent/guardian and with other agencies with responsibility for pupils' education and welfare when requested to do so by the SENCO.
- To undertake any reasonable task as directed by the SENDCo.
- To consider the needs of SEND pupils within lessons and to implement specialist advice.
- To arrive in class, on or before the start of the lesson.

### **Additional Duties:**

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's professional development programme:

- To prepare reports for Annual Reviews commenting on pupil progress and areas for focus in line with EHCP objectives.
- One to one and small group teaching within the department: planning with the SENCO and delivering the lesson.
- Planning and running enrichment activities for Social Use of Language training and behaviour management.
- Scribing, reading, and invigilating for internal and external examinations, and controlled assessments.
- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
- To personalise teaching resources and strategies to meet the needs of an individual or a small group.
- To liaise with teachers and Subject Leaders regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- To attend SEND review meetings when requested.
- To attend courses which will enhance teaching methods and general knowledge of current SEND policy when required.
- To have a thorough knowledge of the specific difficulties, strengths and weaknesses of any pupil for whom support is to be given, and to have discussed strategies with the team to minimise the impact on that individual, on the rest of the class, and on the subject teacher if any behavioural issues should arise and need to be dealt with.
- To show consistency in dealing with individual pupils and to share best practice with colleagues in weekly meetings.



- To act according to the guidelines set out here and to seek the support, advice and approval of the SENDCO before taking any further action regarding the pupils being supported.
- To record in writing any incidents occurring with a supported pupil, both positive and negative. This information will be added to that already stored and will act as a record of procedure and outcome which may inform future targets and individual education plans in order to maximise the educational experience and the progress of that pupil.

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_