

# Learning Support Assistant (LSA)

## Role Description

**Department:** Education / Student Support

**Direct Reporting Line:** Head of Inclusion / SENCO

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### Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

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### Job Purpose:

To assist in promoting the learning and personal development of the named student(s), providing a learning environment that supports their developmental and educational needs, under the overall direction of the class teacher and Head of Inclusion/SENCO.

### Key Relationships (Internal and External):

Teachers, Students, Parents, Student Support Team, School Counsellor, Principal and other members of the school management team, external agencies as required.

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### Key Accountabilities:

- Work within the framework set by the assigned teacher and Head of Inclusion/SENCO, outlining the LSA's role in lessons including how they will provide feedback to the named student(s) and colleagues on learning and behaviour
  - Supervise and facilitate individual support for the named student, with particular reference to Individual Education Plan (IEP) / pupil passport targets, ensuring their safety and access to learning activities, including, where appropriate, specialist lessons
  - Provide informal feedback to the named student in relation to progress and achievement under the guidance of the teacher
  - Record and share with the teacher, colleagues and supporting professionals, issues of concern and positive feedback about the student's welfare and achievements.
  - Communicate effectively with the named student's parent(s) via emails and reports based on IEP/pupil passport targets and outcomes, weekly/monthly or as confirmed by the Head of Inclusion / SENCO.
  - Maintain a file of IEP/pupil passports, records, minutes and other relevant documents
  - Contribute to the well-being of the children in terms of physical, emotional and social needs
  - Attend any staff meetings and Professional Development days as requested and required by School
  - Accompany student to ECAs outside of school hours, if required and as agreed by the School and parent/s
  - Carry out any other tasks of a similar nature as directed, including being flexible to support in other areas of the school as and when required; on occasions this may involve supporting other students, for instance if the named student is working in a collaborative setting.
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### Person Specification:

**Education:** Minimum High School education in English and Maths, preferred but not essential

**Experience:** Experience or aptitude for working with students with special educational needs, previous teaching or teaching assistant experience preferred

### Competencies:

- Good levels of written and spoken English
- Enthusiasm, commitment and aptitude for working with students
- Good team player, able to work well as part of a team
- Confidentiality and empathy

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### Acceptance and Approvals:

#### Confirmed by LSA:

Signed:

Date:

#### Reviewed by Line Manager:

Signed:

Date: