

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Learning Support Assistant (LSA) – Level 2 (Curriculum/Resource/Technical Support Worker)</b>
<b>Directorate:</b>	<b>Children's Services</b>
<b>Department:</b>	<b>High Close School</b>
<b>Reports to:</b>	<b>Working under the instruction/guidance of Teaching Staff and/or Leadership Level Support staff.</b>

### **Line Manager and Budgetary Responsibilities:**

<b>Direct reports:</b>	n/a
<b>Indirect reports:</b>	n/a
<b>Budget managed:</b>	n/a

### **What you can expect in a Learning Support Assistant role at Barnardo's:**

To work under the direct/instruction of Teaching Staff or appropriate Leadership Support Staff, to provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

### **Key Activities:**

#### **Support for pupils**

- Support for pupils in accessing learning activities as directed by the teacher.
- Participating in pupil review procedures as appropriate and as required.
- Helping individual pupils who need advice or someone to talk to – responding to their physical and emotional day to day needs.
- Providing meaningful care during the school day for individuals and the group within the guidelines of the School's Behaviour Management Policy
- Participate in Behaviour Management (TCI) training and to manage the challenging behaviour of pupils following the TCI approach at all times.
- Acting as a key person for an individual or a number of young people as agreed.
- Accompanying groups/escorting individuals on educational activities off campus, and when required assisting in transporting young people between school and home.

#### **Support for the Teacher**

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as instructed including the secure storage of restricted items.
- Undertake record keeping as required.
- Assist the teacher with learning activities ensuring health and safety including reporting any minor or major repairs needed in the workplace
- Provide clerical/administrative support e.g. photocopying, printing, display, collection and recording of money etc.

- Provide support to teachers by monitoring pupils who are out of class and helping to resolve their difficulties to enable them to re-engage in learning
- Helping to present displays of work and ensure classroom/corridor displays are relevant and up to date
- Helping teachers to plan and prepare lessons.
- Helping to deliver the school's curriculum to small groups or individual pupils.

### **Support for the Curriculum**

- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of everyday equipment, including checking for quality and safety.
- Undertake simple repairs and report other damages.
- The operation of every day equipment as instructed.
- Gain and maintain a good knowledge of the learning journey
- Support remote learning and YP working away from class with scaffolded learning techniques

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person.
- To ensure child protection issues are appropriately recorded and handed over to the Designated Safeguarding Leads, in line with the School's Safeguarding Policy and procedures.
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Maintain effective communication and promoting professional liaison throughout the school through handover sessions, meetings etc. and with external agencies and parents.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
- To follow the School's Local Health & Safety Rules
- Participate and support in the Ofsted inspection process.

### **Personal qualities / Professional Development**

- Post holders must participate in the arrangements for supervision, assessment and appraisal of their work and an agreed programme for further training and development.
- Post holders must follow the School's Staff Code of Conduct at all times.
- The ability to relate well with both children and adults is an essential requirement.
- A knowledge of first aid will be required.

### **Barnardo's**

- Ensuring that all aspects of the school's work are encompassed within Barnardo's Basis and Values.
- Understanding and promoting organisational policy and procedures within the school

- Any other analogous duties delegated by the Principal through supervisory staff.

This Job Description outlines the current responsibilities of the role, which may be adjusted in response to departmental needs. The post-holder may be required to undertake additional duties commensurate with the salary and competency requirements of the role as necessary.

This post is subject to an enhanced disclosure check via the Disclosure and Barring Service.

# PERSONAL SPECIFICATION

*Essential criteria to be marked with an (E).*

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**Please note:** Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

## Qualifications & Knowledge

- Knowledge and understanding of child protection and safeguarding issues and current good practice
- Knowledge and understanding of Equal Opportunities and anti-discriminatory practice.
- Knowledge and understanding of GDPR (General Data Protection Regulations) and management of sensitive information.

## Experience & Skills

- Demonstrable record of good working practice with children and young people, having a positive impact on their lives and meeting their needs.
- Experience of working as part of a team
- Experience of working in an education setting and supporting learning
- The potential for successful management of young people.
- Show sensitivity to the young person's needs and be able to motivate them
- Able to communicate effectively with colleagues and young people.
- Aware of racial and cultural differences within the class groupings and to be able to work with them.
- Be flexible in approach and willing to adjust.
- Readiness to drive school vehicles (D)
- Able to plan and prioritise work allocated
- To provide an effective role model to both staff and young people.

## Personal qualities – characteristics, style, interests, attitudes

- A willingness to undertake training and improve practice following feedback
- Patience; tolerance and stamina to work with young people with additional needs and longer processing times
- Be able to form good working relationships and maintain professional boundaries with staff and young people
- To be able to work independently and to show initiative in dealing with the challenging behaviour of young people

## Circumstances

- Have resilience and stamina both physically and emotionally. Physical ability to undertake physical interventions with young people following training in physical intervention (TCI).
- Accepts requirement to work in a non-smoking environment consistent with Barnardo's statutory obligations and guidelines on our working environment in all other respects

- From time to time, the role may require attendance at meetings, training and other events outside of normal working hours

### Our Values & Behaviours

Actively demonstrate Barnardo's Values & Behaviours, and compliance with our EDI Policy and Code of Conduct in all areas of work:

- Respecting the unique worth of every person
- Encouraging people to fulfil their potential
- Working with hope
- Exercising responsible stewardship



### Want to find out more?

Simply scan the QR code above  
or visit us at [barnardos.org.uk](https://www.barnardos.org.uk)

To be completed by the People Team / Pay and Reward Team

<b>Job Title</b>	Learning Support Assistant – Level 2
<b>Grade</b>	F (LSA2)
<b>Job Family</b>	Other Regulated Services
<b>Job Type</b>	Support
<b>Compensation Region</b>	Rest of UK

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