



LAURUS

TRUST

Job Description & Person Specification
Learning Support Assistant



Job Details

Job Title: Learning Support Assistant
Location: Laurus Cheadle Hulme
Department: Student Support
Scale: 4

Reporting Arrangements

Reporting to: Director of SEND
Accountable for: n/a

Job Purpose

The core purpose of this role is to support identified students within the classroom environment, within small group situations and on a one to one basis. LSA's will work with teachers to enhance student progress, whilst also promoting their independence, self-esteem and social inclusion.

Main Responsibilities

Provision for students with SEND

- Contribute to the development of programs which support students with SEND
- Act as keyworker for students with SEND in order to support their progress throughout school.
- Prepare and maintain learning resources according to the needs of students with SEND
- Where necessary deliver small group and one to one intervention programs as directed by the SENDCO
- Act upon the appropriate advice of outside agencies to implement advice and strategies given on how to support students with SEND
- Reflect on the quality of support for students with additional needs and act on the outcomes of this process
- Create and update school focused plans for students with additional needs to profile their needs to staff
- Contribute to the development of provision for students with SEND across the whole school
- Provide in class support for students with SEND

- Supervise the activities of individuals or groups of students both in and out of the classroom
- Deliver physiotherapy as appropriate following the programme and advice from the Physiotherapist

Learning Support Team Responsibilities

- Collaboratively working with all members of the pastoral team, to support the progress of students with SEND
- Contribute to the Learning Support Development Plan
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Attend staff meetings and participate in staff training as required
- Maintain accurate and up to date records for students with SEND
- Contribute appropriately to lesson cover and duties
- Contribute to the Learning Support Key Worker Programme
- Be a point of contact for students and their parents/carers
- Attend Annual Review and multi-agency meetings as appropriate

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.

Core Behaviours

- To be able to demonstrate some or all of the core behaviours on a regular/daily basis:
 - **Adaptable** - Open to change, to be flexible
 - **Courageous** - Willing to speak up, offer ideas, challenge the norm
 - **Hard Working** - Strong work ethic, prepared to go the extra mile
 - **Inclusive** - Treat others fairly and equally
 - **Engaged** - Involved/absorbed in your work, participate at all times
 - **Value** - Add value to your role, your team and the Trust
 - **Enquiring** - Have an enquiring mind, curious, improve and find solutions
 - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude
 - **Encouraging** - Giving/offering support and confidence to others, working together

- **Navigator** - Providing guidance, leading when necessary
- **Tenacious** - Perseverance, never giving up, whatever it takes

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education and Qualifications	<ul style="list-style-type: none"> Sound educational background including GCSE Maths and English (A*-C) 	<ul style="list-style-type: none"> Relevant NVQ3 or equivalent qualification First Aid qualification or willingness to take such a qualification 	Application Form/ Interview/Task
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with young people who are vulnerable and/or who have special educational needs Experience of delivering to deadlines and achieving set targets to a high standard Experience of allocating and prioritising workload effectively to gain maximum productivity Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> Experience of delivering intervention to small groups of students or on a one to one basis Experience of developing student profiles Experience of working collaboratively with parents to secure better outcomes for young people Experience of working with children and young people within an educational environment Evidence of working with outside agencies linked to school Experience of working with confidential information Awareness of current issues in the Education 	Application Form/ Interview/Task
Skills	<ul style="list-style-type: none"> Ability to support teaching staff to enable students to achieve their full potential Ability to motivate and encourage individuals and small groups of students under supervision Ability to assess, record, monitor and report on the progress of learners 		Application Form/ Interview/Task

	<ul style="list-style-type: none"> • Solution focused • An understanding of safeguarding issues • An understanding of the principals of child development and learning processes • An up to date knowledge and understanding of the practices and procedures within SEN, relating to the welfare, safety and education of students • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to evaluate processes and identify improvements • Ability to demonstrate engaging oral and written communication 		
Other Qualities	<ul style="list-style-type: none"> • Excellent communication skills with pupils, parents and other staff. • Team player, collegiate and collaborative • An understanding of individual student's needs and strategies to meet these identified needs. • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Full driving licence 		Application Form/ Interview/Task

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.