



**EAST BARNET SCHOOL**  
**Job Description**

Role:	<b>Learning Support Assistant (Level 1 or 2)</b>
Reporting to:	<b>Head of Additional Educational Needs – SENCO / Inclusion Manager</b>
Location:	<b>East Barnet School</b>
Salary range:	<b>27,729 - £29,346 pro rata</b>
Job purpose:	As part of the AEN team, you will be responsible for promoting the inclusion of all students, assisting with and scaffolding the students' learning.

**Duties and responsibilities /Job specification**

**Support for the Students**

- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

**Support for the Teacher**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with scaffolding of learning activities.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

- Administer routine tests and invigilate exams.

### **Support for the Curriculum**

- Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Assist with the implementation of programmes linked to local and national learning strategies e.g. literacy, numeracy.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- 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.
- Accompany teaching staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## **Person Specification**

### **Essential/Qualifications**

- Right to work in the UK
- Good numeracy and literacy skills – pass or above in core subjects at GCSE level

### **Knowledge, Skills and Experience**

- Ability to form positive relationships with young people and other colleagues
- Passion for secondary school education and ability to inspire students to want to learn
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to apply behaviour management policies and strategies, so as to contribute to a purposeful learning environment
- Work constructively as part of a team, understanding classroom roles and responsibilities, including that of the LSA
- Effective use of ICT to support learning as well as use of other equipment, e.g. video, photocopier
- Basic understanding of safeguarding – further training provided

### **Other**

- Commitment to equality of opportunity and safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check