



## **LEARNING SUPPORT ASSISTANT (LSA)**

### **ORGANISATIONAL ARRANGEMENTS:**

- Accountable to: Headmaster
- Reporting to: SENCo

### **JOB PURPOSE:**

- To facilitate opportunities for every boy with additional learning needs to achieve and thrive to the best of their ability.
- To promote the distinctive ethos of the school (Christian faith, boys, enterprise).

### **DUTIES AND RESPONSIBILITIES**

- To support boys with additional learning needs in lessons, including (but not limited to):
  - Reiterating and clarifying for the boy instructions from the class teacher
  - Encouraging and prompting boys to help them stay on task
  - Checking on the boys' understanding of class work
  - Motivating and encouraging boys as required
  - Helping boys to concentrate on and finish work set
  - Ensuring boys understand ownwork and are able to manage their time effectively.
- When asked, will work with other individuals and groups in the class
- To assist boys with physical disabilities when they are moving about the school or engaged in practical activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- To support students with their ownwork in 'assisted prep' sessions
- Read key documents relating to students with SEN (IEPs, EHCPs, SALT reports)
- To be prepared for lessons by liaising with the teachers to understand the topics being covered in lessons and read any key documents or resources (i.e. core of the curriculums / programmes of study / lesson plans)
- Helping boys catch up on any work missed through absence
- To support skills improvement in literacy, numeracy, enterprise, organisation and behaviour ensuring the boy is able to use equipment and materials provided
- Liaising with class teacher and SENCo about individual education plans (IEPs).
- To assist, with the class teacher (and other professionals as appropriate), in the development programme of support (IEPs) for boys who need learning support.
- Keep up to date records of lesson support for students with EHCPs.
- To contribute to reviews of the boy's progress, as appropriate.
- To provide regular feedback about the boys to the teacher.
- To support the fostering of links between home and school, including through phone calls to parents as required.
- To be proactive in looking for opportunities to support boys (e.g. when a class is on a trip and there is a free period).
- To liaise, advise and consult with other members of the team supporting the boys.
- To attend relevant meetings.
- To adhere to the school policies and procedures.



- To act professionally at all times, including (but not limited to):
  - Being punctual for the start of the school day and the start of lessons.
  - Speaking to pupils in an appropriate way at all times.
  - Giving the responsibilities of supporting boys full attention at all times when in the classroom, and not being distracted by emails, phones, etc.
  - Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences appropriately.

#### **GENERAL REQUIREMENTS**

- To attend relevant meetings and events as scheduled in the school calendar.
- To be on duty as required.
- To go on a rota to supervise detentions
- There is an expectation that staff will have lunch in the school canteen with the boys.
- To take part in all required CPD and have a positive, invested attitude towards your professional development.
- To undertake any other reasonable duties required by the Headmaster
- To be responsible for your own Health and Safety and observe all regulations in relation to the Health and Safety at Work Act

#### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder. It includes any other duties deemed necessary by the Headmaster.