



JOB DESCRIPTION

Learning Support Assistant (LSA) in the Senior School

- Helping pupils within mainstream lessons as directed by teacher
- Assisting with the preparation of the learning environment
- Maintaining pupil records and observations
- Providing extra support to pupils with learning difficulties within the Learning Support (LS) department in a group or on an individual basis
- Helping pupils to increase their confidence, self-esteem and independence both within mainstream class settings and in LS groups
- Encourage pupils to take responsibility for their own learning and to follow through directed tasks independently
- Prepare and present display work within the LS Dept
- Adapting materials to support pupils in different areas of the curriculum
- Making resources and worksheets
- Supporting pupils whilst working on computers and software packages
- Administrative duties as directed by line manager
- Take part in school outings

Desirable Skills

- Experience working within the independent or state sector supporting pupil learning
- IT literate – competent on Microsoft Office
- Team player
- Good communication skills
- Patience
- Proactive self-starter

Terms and Conditions

- Part time 18 hours per week, can offer flexible working hours, term time only, with half an hour lunch (unpaid)

Or

- Full time 35 hours per week, Monday to Friday, term time only with half an hour (unpaid) for lunch
- Lunch is available at no cost.
- We offer an auto-enrolment pension through the Government's NEST scheme with an employee contribution of 5% and an employer contribution of 3%. However, the school also offers a Support Staff pension scheme through Aviva with the employee and the employer each contributing 5%. If a new employee meets the criteria for auto-enrolment, the school is legally bound to enter them into NEST unless they choose to opt into the Aviva scheme. New employees must advise the school on their wishes concerning pension schemes within one month of the employment start date.