

Post: Learning Support Assistant (LSA)

Responsible To: Principal, SENCo

**Key Relationships/
Liaison with:** Teachers, Other classroom support staff

Job Purpose: A LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individual students in small groups who have needs identified on the SEN record.

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

8. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
9. To prepare and utilise ICT resources to support pupils learning.
10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for bilingual / multilingual pupils if required.
13. To invigilate internal and external tests and examinations under formal Conditions.

GENERAL

It is vital to the ethos of the Learning Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority. Information relating to students who have individual needs must be treated in the strictest confidence. This is of paramount importance.

You should become familiar with the School's aims and vision statement and be guided by it accordingly.

SPECIAL INSTRUCTIONS

- To ensure safe working environment in accordance with Health and Safety Regulations
- To attend fire drills and staff meetings as required
- To assist with mobility situations especially relating to fire evacuations
- To maintain total confidentiality with regard to students and other personal information
- To prepare for, and contribute to, an annual personal and professional review
- To possess NVQ level 2, or expected to work towards completing this qualification within 12 months of accepting the post

SPECIAL FACTORS

- (a) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school
- (b) The post holder may be required, at times, to work across other schools / establishments / relevant agencies in the locality
- (c) You may also be required to act as a Cover Supervisor, after appropriate training, to take responsibility of classes when teaching staff are absent for up to a maximum of 3 periods a week. Cover supervision is paid at Grade 7.

Other tasks relevant to the post as directed by the Principal

REVIEW OF JOB DESCRIPTIONS

The job description will be reviewed and may be amended from time to time, within the terms of your Conditions of Employment, after consultation with you and your Head of Department.

SCHOOL INVOLVEMENT:

For all staff appointed to the school there is an expectation that they will:

- Play a full part in the organisation and decision making of their specific department in the school generally through the structure of formal and informal meetings and thus contribute to the consultative process by which the school attempts to operate.
- Within their individual interests and capacities contribute to the wider, extracurricular activities on offer to students.
- Undertake a pastoral role as a co-tutor and member of a pastoral team thus contributing to the support of students in the widest context

CONDITIONS OF EMPLOYMENT:

The above is not intended to be an exhaustive list of all tasks to be undertaken, but rather a general outline of the main duties and responsibilities of the post holder. You may be asked to undertake other duties appropriate to the grading of the post, whether within Learning Development or elsewhere within the School, at the discretion of the Principal.

The School is committed to safeguarding and promoting the welfare of young people. We expect all staff and volunteers to share this commitment. The successful candidate will need to undertake an Enhanced Disclosure via the DBS.

Tony Pinnock
Principal