

Learning Support Assistant & Key Worker Job Description and Person Specification

Post :	LSA and Key Worker
Grade :	NJC Scale 6, Spine Point 18-20
Hours :	Term-Time Only (35 hours)
Line Managed by :	Support Manager
Line Managing :	As directed

Purpose of the Job :

- To provide higher level support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
- To work with whole classes (under the direction of the class teacher), smaller groups and individuals, carrying out 'specified work' as outlined in regulations and guidance under Section 133 of the Education Act 2003.
- To provide keyworker support to specified pupils.

Main Responsibilities

- To draw on specialist skills and knowledge to respond effectively to pupils with the highest level of additional educational needs.
- To provide care with regard to the physical welfare of pupils/students.
- To observe pupils' performance, and using the systems in place in the school/class, provide teachers, ESLT and SLT with feedback on pupil progress and help maintain individual and group records.
- To help pupils to access the full curriculum offered at LEAP, whilst promoting independent learning.
- To liaise sensitively and effectively with parents/carers and external stakeholders (as appropriate) recognising their roles in pupils' learning..
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To supervise pupils during breaks, if required, taking the role of Senior Key Worker within a cluster Key Worker Team
- Carrying out Cover Supervision, as required
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To work within a framework set by the teacher; plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- To work with individual pupils and groups, under the direction of the class teacher or senior staff member, introducing tasks, monitoring pupil's work and using a range of strategies to support their learning.

- To improve your own practice, including through observation, evaluation and discussion with colleagues.
- To contribute to the planning and delivery of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- To monitor pupils' responses to learning tasks and modify your approach accordingly.
- To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes during the short term absence of the teacher.
- Contributing as required to induction programme for newly-appointed LSAs & mentoring of trainees.
- Supporting the organisation of the learning environment
- To produce and maintain classroom and groups room resources, displays and classroom layout in consultation with the teacher.
- Contributing to the records of students' progress and achievements, as agreed with the class teacher or line manager, as appropriate
- Providing care with regard to the physical well-being of identified students
- Accompanying students on educational visits and trips during contracted time
- Undertaking exam invigilation, as required – including providing individual support to special consideration students, such as scribing, reading questions etc
- Attending meetings during contracted time in order to discuss students' progress and plan and review support
- Undertaking supervision duties at Break and lunchtimes and before/after school, as appropriate
- To demonstrate and promote the positive values, attitudes and behaviours expected from pupils at all times.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotypes and negative views, and by challenging bullying or harassment, following relevant policies and procedures.
- To help support the integration of the Local Authority and school's policy on equality into all aspects of the school.
- Participate as appropriate in the school's agreed Performance Management programme.
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
- Maintain awareness of and comply with all relevant LEAP policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Undertake any additional duties or responsibilities as reasonably directed by the Headteacher, commensurate with the scope and grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people. It expects all staff to share this commitment. The successful person will be expected to carry out a DBS check.

Person Specification

Qualifications

- Educated to at least Level 3 (5 A*-C GCSEs or equivalent including English and Maths + appropriate level 3 qualification)

OR

- Appropriate relevant experience of providing higher-level support for students' learning needs

AND

- A good level of literacy and numeracy skills.

Experience

- Significant experience of providing support for teaching and learning in schools or a comparable setting.
- Experience of advancing pupils' learning in a range of classroom (or comparable) settings, including working with individuals and small and large groups.

Skills and Understanding

- Knowledge of the school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved.
- Knowledge and understanding of the factors which support high achievement in school for all pupils.
- Knowledge of effective assessment practices.
- Knowledge and understanding of the effective inclusion of all children.
- Good organisation, communication and interpersonal skills
- Good level of technical competence in all areas relevant to the post
- Understanding of and commitment to the aims of London East Alternative Provision and the challenges and opportunities facing the setting.
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team.
- Excellent attendance and punctuality.

Qualities

- A positive attitude to work and life.
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
- Ability to communicate both orally and in writing with pupils and other adults clearly and effectively.
- Ability to establish a purposeful learning environment and promote good behaviour.
- Ability to work as a team
- Confident in ability to carry out higher-level tasks, particularly those involving significant interaction with parents/carers or students
- Hard-working, resilient and professional.
- Commitment to own continuing professional development and to supporting the continuing professional development of others.

Equality

- A demonstrable commitment to valuing diversity.

- A proven commitment to the principles and the practice of the promotion of equality of access and opportunity for all children and adults irrespective of ability, race, gender, gender orientation, religion or class.

Name of Post Holder

Signed:

Date:

Name of Line Manager

Signed:

Date:

Name of Headteacher

Signed:

Date:
