

Job Description: 1-1 Learning Support Assistant (LSA)

Line management:

The LSA will report to the SENCO (Head of Learning Enrichment) and the Head of Upper School

Main purpose of the job

- Supporting a pupil with special educational needs and disability (SEND) on a 1:1 basis throughout the school day, both inside and outside the classroom
- Liaising with the SENCO (Head of Learning Enrichment) to deliver SEND provision to the pupil concerned
- Ensuring that the pupil can integrate as fully as possible in the activities generally undertaken by other children in the class and make progress
- Implementing the targets on the Pupil's Individual Education and Health Care Plan (EHCP) in liaison with the SENCO (Head of Learning Enrichment), class teacher and school support staff

Support for the pupil concerned

- Maintaining high standards to ensure effective learning in all areas and aspects of the pupil's daily school life, providing learning support on a 1:1 basis
- Observing the pupil's behaviour, and providing positive and appropriate intervention when the pupil displays behaviour which is concerning or challenging
- Communicating concerns about behaviour and incidents to the class teacher and SENCO (Head of Learning Enrichment)
- Enabling the pupil to increase their social awareness and awareness of norms of behaviour through positive relationships with peers and staff
- Facilitating inclusion in group and classroom activities with peers and support interaction between them
- Interacting with the pupil, always using appropriate language
- Supporting teaching methods that keep the pupil engaged, including stimulating the pupil's intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Helping to provide a safe and supportive environment where the pupil can develop and learn effectively
- Attending in service training and relevant meetings to the post to keep up to date with developments in working with children with special educational needs

Support for teacher/ SENCO (Head of Learning Enrichment)

- Working as part of a team to ensure the wellbeing and personal development of the pupil to enhance their learning opportunities and life skills

- Attending planning meetings with the SENCO (Head of Learning Enrichment)/ class teacher as necessary to develop learning programmes and to assist in the delivery of the individual learning programmes daily to promote learning, behaviour and communication skills
- Providing regular feedback to the SENCO (Head of Learning Enrichment)/class teacher about the pupil's difficulties and progress
- Supporting the pupil to catch up with lessons that they may miss after a period of absence or instability
- Accompanying the pupil concerned and teaching staff on visits, trips and out of school activities as required

Managing own performance and development

- Being 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
- Setting a good example to the pupils in presentation and personal conduct
- Working with and co-operate with the staff team in all matters connected with the effective delivery of the learning programme and the efficient running, goals and traditions of the school
- Being prepared to undertake training in areas appropriate to the role (e.g. safeguarding)
- Attending meetings as appropriate
- Adhering to the need for confidentiality of information
- Establishing effective working relationships with professional colleagues
- Upholding the School's standards in all written comments and record keeping

Safeguarding

- Having responsibility for promoting and safeguarding the welfare of all children with whom you come into contact
- Adhering to and always ensuring compliance with the School's Child Protection and Safeguarding Policy
- If, while carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of any child in the school, you must report any concerns to the school's Designated Safeguarding Lead or one of Deputies

Person Specification: Learning Support Assistant (LSA) for pupil with Special Educational Needs and Disability

Qualifications	Essential/Desirable
QTS, Degree, CACHE, NVQ in Childcare or equivalent	Desirable
English and Maths GCSE qualifications	Essential
Experience	
Previous experience working with children in an educational setting	Essential
Previous experience working with children with special educational needs	Essential
Skills & Knowledge	
Computer literacy	Essential
Excellent spoken and written English	Essential
First Aid Qualification or willing to undertake training	Essential
Personal Qualities and Competencies	
Willingness to manage a child with learning and behavioural difficulties	Essential
Patient, kind and caring attitude towards a child with special needs	Essential
Ability to work as part of a team	Essential
Good interpersonal skills with adults and children	Essential
Able to respond to the challenges presented by pupils	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children	Essential
Motivation to work with children to assist in their learning and development	Essential
Willingness to take the initiative, to be responsible and to be hands on in any given task	Essential
Positive and enthusiastic attitude	Essential
Reliable and responsible	Essential
Commitment of the School to always safeguarding and promoting the welfare of children	Essential