



## Ormiston Park Academy

<b>Role:</b>	<b>Learning support Assistant</b>
<b>Post Holder:</b>	
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• <b>The Learning Support Assistant’s (LSA) main role is to provide support for the pupil with an Educational Health Care Plan (EHCP). The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.</b></li> <li>• <b>Duties will include running specific programmes and activities to assist the pupil’s individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils’ EHCP in liaison with class teachers and Deputy Heads of ASCEND.</b></li> <li>• <b>To support the learning of such students in line with the national curriculum, codes of practice and school policies and procedures.</b></li> </ul>
<b>Accountable to:</b>	Deputy Head of ASCEND with SEND responsibility
<b>Responsible for :</b>	Supporting and accelerating learning for the identified students in the Key Stages.
<b>Accountabilities</b>	<p><b>1. Policy/Strategic direction and development</b></p> <ol style="list-style-type: none"> <li>a) To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.</li> <li>b) To develop knowledge of the particular needs of the child and seek advice from SENCO, class teachers and outside agencies as required.</li> <li>c) Motivate and encourage the pupil to have a go at activities they may be unsure of.</li> <li>d) Provide positive reinforcements, praise and rewards.</li> <li>e) Facilitate inclusion in small group activities with peers and support interaction between them.</li> <li>f) To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.</li> <li>g) Provide support and facilitate interaction with peers in the classroom and around academy.</li> <li>h) To provide regular feedback to the class teacher, SENCO and relevant outside agencies about the pupil’s difficulties and progress.</li> <li>i) To contribute to the pupil’s annual review by writing a brief report and attending the meeting if required.</li> <li>j) To foster links between home and academy.</li> </ol>

	<ul style="list-style-type: none"> <li>k) To write up daily in depth chronologies of the pupils learning, assessment and behaviour.</li> <li>l) To participate in relevant professional development as deemed appropriate for the needs of the child.</li> <li>m) To understand and apply the academy policies on behaviour, and the statutory guidelines relating to Disability discrimination and Special Educational Needs.</li> <li>n) To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the academy and Local authority of Thurrock.</li> <li>o) To carry out duties as directed by the Deputy Heads of ASCEND, Vice Principal or Principal <i>which are reasonable and in line with the job description.</i></li> </ul>
<b>General requirements</b>	<p>All Academy staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the Academy vision and the current objectives outlined in the Academy Development Plan.</li> <li>b. Support and contribute to the Academy's responsibility for safeguarding students.</li> <li>c. Be an integral member of the pastoral system as a Form Tutor or related role.</li> <li>d. Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>e. Work within the Academy's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>g. Engage actively in the performance management process.</li> <li>h. Adhere to policies as set out in the Academy Trust Board Regulations and staff handbook and other documentation available to all staff.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> <li>j. As and when necessary and reasonable, contribute equitably to the Academy's provision for the supervision of colleagues' classes, duties and activities in the event of absence</li> </ul>
<b>Specific Responsibilities</b>	To undertake additional activities from time to time directed by the Principal
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Post Holders Signature:**

**Date:**