



Leith Hill School Job Description

Job Title	Learning Support Assistant
Reporting to	Head of Admissions and Interventions
Department	Education

Job Purpose

As a Learning Support Assistant at Leith Hill School, you will play a pivotal role in nurturing a supportive, positive, and inclusive learning environment for pupils. Working alongside teachers and the therapy team, you will help to ensure that each pupil in your assigned tutor group has the individualised support necessary to thrive academically, socially, and emotionally.

Your day-to-day role will involve working closely with one tutor group to support them in each of their lessons, and to assist with their transitions between different classes.

Key Responsibilities:

1. Building Positive Relationships:

- o Develop and maintain positive, trusting relationships with the pupils in your care.
- o Actively encourage pupils to engage positively with the learning process and build confidence in their abilities.

2. Understanding and Applying Individual Learning Needs:

- o Acquire a thorough understanding of each pupil's 'Pupil Passport' and assist teachers in tailoring support to address specific learning needs.
- o Collaborate closely with teachers to implement effective teaching strategies that align with the pupils' EHCPs, and strategies listed in their 'Pupil Passports'.

3. Supporting Classroom Learning and Teacher Collaboration:

- o Taking instructions from the class teacher to support pupils with their learning during lesson time.
- o LSAs must also be proactive in the support they offer: it is vital that you remain mobile in the learning environment and circulate the classroom frequently, offering support and feedback to pupils even if you have not been directly instructed to do so by the class teacher.
- o Actively support the teacher in adapting lesson content to meet individual needs, ensuring all pupils are fully engaged and challenged.
- o Motivate pupils to adopt a positive attitude toward their learning journey, supporting them to remain engaged and focused in lessons.
- o Assist in guiding pupils back into lessons, helping them re-engage with lesson content as needed.
- o Support the class teacher in generating and recording evidence of pupils' learning and engagement with the school's curriculum.

4. Advising the SENCO and Education Team:

- o Provide feedback to the SENCO and teaching staff on effective teaching strategies and any challenges or less effective strategies.
- o Communicate any emerging needs or concerns related to the pupils' learning and behaviour to help tailor future teaching approaches.

5. Behaviour Management and Consistent Application of School Policies:

- o Apply the school's behaviour policy consistently to maintain order and engagement in the learning environment. Remind pupils of their targets and support them in achieving these
- o Conduct and record reflection sessions with pupils to help them understand and reflect on how they can be supported to meet expectations.

6. Support for Enrichment Activities and Offsite Trips:

- o Assist pupils during break times, lunchtimes and on offsite trips and enrichment activities, ensuring their safety and encouraging participation in new learning experiences.

7. Adapted Learning Content Delivery:

- o Deliver adapted learning content to individual pupils or small groups, as instructed by the teacher, ensuring that all pupils can access and understand the material. Feeding back to teacher on success of exercise

8. Safeguarding and Wellbeing Monitoring:

- o Closely monitor pupils' wellbeing, reporting any concerns to the Pastoral and Wellbeing Lead and the pupil's Tutor.
- o Read, understand and adhere to the school's Child Protection and Safeguarding policy at all times. Immediately notify the DSL or one of the DDSLs of any concerns you may have in line with the school's safeguarding protocol.

9. Professionalism:

- o Demonstrate the highest standards of professionalism at all times, representing the values and the ethos of Leith Hill School both in and out of school.
- o Be aware of and comply with policies and procedures relating to Positive Behaviour Support, Child Protection and Safeguarding, Health & Safety and Data Protection
- o Participate in training and other learning activities as required.
- o Recognise your own strengths and areas of expertise and use these to advise and support others. Seek guidance, advice, discussion and reflect on the areas where you may require additional support

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE, or equivalent, grade 4 or above in English and Maths
Experience	<p>Preferably you will have experience of working with children with special educational needs, such as autism, SEMH, ADHD, although training will be given to the right candidate.</p> <p>Preferably you will have training in aspects of SEN, i.e., ADHD, Dyslexia, Autism, although training will be given to the right candidate.</p>
Skills and knowledge	<p>Excellent proven interpersonal, verbal/written communication and listening skills</p> <p>High level of self-motivation and the ability to work on own initiative</p> <p>Ability to work as part of a team and to establish good working relationships</p> <p>Knowledge of child protection. Safeguarding procedures</p> <p>Highly effective interpersonal skills</p> <p>Ability to quickly build effective working relationships with pupils and colleagues</p>
Personal qualities	<p>A Learning Support Assistant must have a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school, such that they have:</p> <ul style="list-style-type: none"> - An excellent attendance record - A positive can-do attitude - The ability to work under pressure and prioritise effectively - Driven and committed to providing the best experiences for pupils - An absolute commitment to always maintaining confidentiality - Unprecedented commitment to safeguarding and equality - A commitment to achieving the best for young people regardless of their needs, social background or ability. - Integrity, resilience, and optimism in the face of challenges. - An ability to deliver a consistent approach with regards to calm, clear concise boundaries. - Stamina to cope with the role and the challenges