

Job description – Learning Support Assistant (Part Time)



Job title	Learning Support Assistant
Salary range	<p>15 hours per week, Term time only (39 weeks); ideally 5 mornings of 3 hours</p> <p>Bucks Support Staff Pay Scale Pay range 2.11-15 (depending upon qualifications and experience).</p> <p>Salary £6,564 to £7,373 (based on salary band 15 hours per week, term time only)</p>
Line management	Reports to SENCo via Learning Support Manager
Purpose of the role <i>This is a draft job description and the areas of responsibility will be developed to reflect the strengths of the appointee, their areas for development and aspirations</i>	
<ul style="list-style-type: none"> The Learning Support Assistant's (LSA) main role is to provide assistance for the students with special educational needs. The LSA will support the students in integrating as fully as possible in the activities generally undertaken by the other students in the class to make progress. 	
Responsibilities	
Supporting the students: <ul style="list-style-type: none"> To provide learning support for the student in class, taking notes and helping students to adapt to the greater variety of experience in a secondary school setting. To develop knowledge of the particular needs of the students and seek advice from SENCO, team leaders, subject teacher and outside agencies as required. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc. To make or modify resources as suggested and advised. Motivate and encourage students to participate in all class activities. Provide positive reinforcements, praise and rewards. 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. Provide support and facilitate interaction with peers in the classroom and around school. Supporting the Class Teacher and SENCO: <ul style="list-style-type: none"> To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills. To attend planning meetings to develop learning programmes and to assist in the delivery of the individual learning programmes to promote learning, behaviour and communication skills. To provide regular feedback to the SENCO and relevant outside agencies about the student's difficulties and progress. 	

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- To contribute to the student's annual review by writing a brief report and attending the meeting.

Supporting the School:

- To participate in relevant professional development as deemed appropriate for the needs of the students.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Buckinghamshire County Council

Safeguarding and Promoting the Welfare of Children and Young People

- Ensure a safe and supportive school culture that promotes the wellbeing of staff and students.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Promote a culture of inclusion within the school so that views are valued and taken into account.
- Compliance with GDPR Legislation (effective from May 2018).

Health and Safety requirements

- To ensure compliance with working practices within the department to ensure that all Health and Safety procedures are being adhered to; awareness of site specific risks, also how to deal with emergencies and reporting of accidents and/or incidents.
- To complete all training procedures relating to Health and Safety.
- To ensure that practical area, tools, equipment, computer software and materials relevant to the subject area are kept in an operable and safe manner, and ready for use by staff and students.

General

- To be proficient in the use of ICT systems, ideally excel, word and email tasks in the department.
- To carry out all duties with regard to relevant legislation, policies and procedures including Health and Safety and Equal Opportunities.
- To undertake any professional duties as reasonably delegated by the Head.
- To support actively the aims and policies of the school and be a proactive and effective member of staff, making a positive contribution to the broader life of the school.
- To take responsibility for your own professional development including attending and contributing to subject meetings and In-Service Training.



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- To make a contribution to the broader life of the school.

Additional Notes

- The successful candidate will be expected to demonstrate effective time management and independence in the execution of their duties. Personal motivation and organisation are seen as important, as is the ability to work to and meet tight timetables.
- As this post involves working with young and vulnerable people, the appointment will be subject to a satisfactory enhanced DBS check.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.