

THE BULMERSHE SCHOOL

**ROLE DESCRIPTION FOR LEARNING SUPPORT ASSISTANT GRADE 4
(SUPPORTING STUDENTS WITH PHYSICAL AND SENSORY NEEDS)**

REPORTS TO:	SENCO
NJC GRADE:	Grade 4
EMPLOYMENT STATUS:	Full time
HOURS OF WORK:	8.15am to 3.00pm 30.40 hours FTE
JOB PURPOSE: To facilitate learning by supporting the needs of individual students and small groups of students in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.	
DEPARTMENTAL/TEAM PURPOSE: The purpose of the school is to meet the educational needs of children and young people within the local community	
ORGANISATION CHART: <pre>graph TD; SENCO[SENCO] --> LSA[LSA GRADE 4];</pre>	

PERSON SPECIFICATION

Please ensure that you read the Person Specification carefully as this will be used to assess candidates as part of the shortlist and interview process

Knowledge/Qualifications:

- GCSE or equivalent English and or Mathematics
- Knowledge of SIMS packages or willingness to learn

Skills/Abilities:

- Excellent communication skills
- Good written communication
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to work independently but also as part of a team

Experience:

Personal Qualities:

- Patience
- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

Special Factors:

Will carry out the follow tasks in addition to those of grade 3.

To plan and deliver interventions to support students with physical or sensory needs to include:

- Planning and delivering 1-1 and small group interventions e.g. Tune Up, welfare support for students with VI and HI and mobility/sensory difficulties. The ability to deliver small group intervention around physical and sensory needs

Appendix D

- Liaising with the OT's or teachers from SCS
- Cascading advice to teachers and LSAs
- Chaperoning the OTs during assessments
- To train and support students in the use of Neos and lap tops, and monitor use.
- To organise and maintain the lap tops
- To deliver arrangements for specific students at lunchtimes.

5 Days per week

Provide a proactive and professional in class support for students with a range of SEN, guided by the class teacher and SENCO.

Have a good understanding of their students SEN needs so that they can anticipate their students difficulties and provide support to access the lesson and work as independently as possible.

Liaise and build purposeful working relationships with class teachers and fellow LSA's

Be able to work 1-1 or with small groups of students inside and outside of the classroom with work provided by the class teacher or resource programmes eg Mymaths, Bitesize, Lexia and paired reading. To deliver small group work around physical and sensory needs eg an alternative PE curriculum based on OT recommendations

Be proactive in withdrawing a student when they show signs of not coping

Be able to support students who present with challenging behaviours in a calm, non-confrontational way

Have an excellent understanding of the need for confidentiality and safeguarding

Be able to carry out all access arrangements (will need legible handwriting, good standard of SPG)

Be competent in both English and Maths lessons or able to support in a very wide range of subjects.

To accept on-going personal training and development in the use of equipment, resources, software and behaviour management techniques for the efficient operation of your role and the whole Support Staff Team

To comply fully with all relevant Health and Safety regulations and Risk Assessments and take appropriate action

To undertake any other duties that reasonably fall within the remit of the post, which may be allocated after consultation with the Post Holder

The Line Manager will agree with the Post Holder the particular details appertaining to the specific responsibility of the post. These details will be within the prescribed Main Tasks and Accountabilities