



# Grangewood School

A learning community

## Learning Support Assistant Role

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The Eden Academy is at the very forefront of special needs education. We are a family of schools that places children at the core of all we do.

By being part of an Academy and working together, each school, every child and their family benefit from an enhanced range of provision, services and support including:

- Skilled and experienced staff
- High quality facilities and resources across our schools
- Co-ordinated family services including after-school and holiday clubs
- Access to a large team of creative and physical therapists

### Learning Support Assistant (LSA1) Job Profile

**Job Title:** Learning Support Assistant (LSA1)

**Scale:** Scale 3

**Hours:** 36 hours per week

**Contract type:** Term-Time Only + training days

**Reports to:** Classroom Teacher

#### Job Description

##### Purpose of Role

To work under the direct instruction of teaching staff, usually in the classroom with the teacher but also within other settings, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To support pupils with a range of special needs from profound to moderate learning difficulties - depending upon the school designation.

##### Support for Pupils

Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. This may involve intimate care of children that are not yet toilet trained.

Supervise and support pupils ensuring their safety and access to learning.

Supervise and support pupils during breaks and lunch to include helping them with eating lunch and lunch time activities

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.  
 Promote the inclusion and acceptance of all pupils.  
 Encourage pupils to interact with others and engage in activities led by the teacher.  
 To participate in additional training to update knowledge in medical / first aid in relation to individual pupil needs.  
 Encourage pupils to act independently as appropriate.

**Support for Teachers**

Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.  
 To actively engage in the evaluations and feedback of pupils work  
 Contribute to the maintenance of a safe, pleasant and stimulating teaching environment.  
 Prepare materials as required by the teacher.  
 Be aware of pupil problems/progress/achievements and report to the teacher as agreed.  
 Contribute to formal and informal assessments and contribute to and attend Annual Reviews of pupils.  
 Undertake pupil record keeping as requested.  
 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.  
 Gather/report information from/to parents/carers as directed.  
 Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**Support for Learning**

Support with planning , preparation and delivery of activities for small groups of children under the direction of teacher.  
 Lead on some activities for larger groups of children under the supervision of the teacher.  
 Support pupils to understand instructions.  
 Support pupils in using standard and specialised equipment as directed.  
 Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**Support for the School**

Be 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.  
 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.  
 Contribute and uphold the overall ethos, work, aims and values of the school.  
 Appreciate and support the role of other professionals.  
 Attend relevant meetings as required.  
 Participate in training and other learning activities and performance development as required.  
 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.  
 Accompany teaching staff and pupils on visits, trips and out of school activities as required.  
 A willingness to work across the school as directed by Senior Management to support the needs and best interest of the pupils

**Person Specification**

**Qualifications & Experience:**

Any relevant qualification is desirable but not essential.

Experience of working with Primary and / or Secondary school age children preferably within a learning environment.

Experience of working with children with special educational needs and/or complex learning difficulties.

**Knowledge & Understanding:**

Able to work constructively as part of a team, understanding classroom roles and responsibilities.

The ability to communicate well in both verbal and written format with a good level of numeracy and Literacy

Can demonstrate an understanding of the needs of children with a range of learning difficulties

Able to use basic technology - computer, video, photocopier.

Understanding of relevant policies, codes of practice and awareness of relevant legislation.

Understands the need for sensitivity and confidentiality.

Can demonstrate an understanding of the importance of safeguarding in the context of a school supporting vulnerable children and acting in a way that at all times safeguards pupils

**Qualities**

Can demonstrate a caring and supportive attitude towards children and their families.

Ability to relate well to children.

Ability to communicate well with children, parents and professionals.

Ability to take appropriate initiative and work independently.

Ability to handle pressure and remain calm.

Ability to self learn and motivated to learn within and outside of the work setting.

A willingness and commitment to support the wider life of the school

A commitment to modelling personal conduct that represents the school in the best light at all times