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Turing House School, 221a Hospital Bridge Rd, Whitton TW2 6LH

# Learning Support Assistant (LSA)

**Contract:** Permanent, Full time, Term Time Only

**Salary:** Outer London, NJC 6-9 (29,856 £31,158)

## Job Profile

### Core Purpose

Main Purpose of the Role: To support students with special educational needs (SEN) to achieve their full potential, promoting their well-being and engagement in all aspects of school life. This involves direct support for students, working collaboratively with school staff, external professionals, and families, and helping students reintegrate into mainstream learning or transition to other settings as required.

### Key Responsibilities

- Support delivery of the curriculum through the scheduled teaching programme, working with individuals and small groups both in and out of the classroom.
- Assess and record students' progress, prepare reports, and participate in parental consultations.
- Attend meetings and perform duties as required.
- Undergo in-service training to remain up to date with school initiatives, curriculum developments, and subject areas.
- Contribute to the school's pastoral system, supporting the well-being of students.
- Observe and implement current school policies and always demonstrate good practice.
- Participate actively in the school's performance management scheme.
- Carry out additional duties as reasonably directed by the SENCo or Headteacher.
- Work collaboratively with students' families, engaging in regular communication and consultation.
- Accurately record students' progress and provide examination invigilation/support as required.

- Accompany and supervise designated students on educational trips and visits.
- Support students in accessing the Enigma room to reintegrate into mainstream learning or assist with transition to their next educational setting.

### **Safeguarding**

- The role involves regular contact with children and is engaging in regulated activity relevant to children.
- All staff are expected to adhere to the requirements set out in Keeping Children Safe in Education (KCSIE).
- All appointments will be subject to a satisfactory completion of safeguarding checks.

## **Person Specification**

### **Qualifications and Training**

- Good standard of general education (minimum GCSEs or equivalent in English and Maths)
- Evidence of ongoing professional development (desirable)
- Willingness to undertake relevant training as required

### **Experience**

- Experience working with secondary-age students (desirable)
- Experience supporting students with SEN (desirable)
- Experience working collaboratively with staff, external agencies, and families

### **Skills and Knowledge**

- Ability to support the delivery of the curriculum and adapt learning activities to meet pupils' needs
- Good organisational and record-keeping skills
- Knowledge of safeguarding and child protection procedures
- Excellent communication and interpersonal skills
- Ability to build effective relationships with students, staff, and families
- Ability to use IT systems to support learning and administration



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## Personal Qualities

- High expectations for all pupils and commitment to helping every student achieve their best
- Commitment to upholding and promoting the ethos and values of Turing House School
- Professional integrity, honesty, loyalty, and fairness
- Ability to work under pressure and prioritise effectively
- Commitment to equality, diversity, and inclusion