

**Learning Support Assistant**

**Post title**

Learning Support Assistant

**Salary/Grade**

Hay Grade 5 (Points 6-13)

**Purpose of the job**

To provide assistance in the teaching and learning of children under the supervision of the class teacher, and ensuring pupils access the full range of facilities, activities and opportunities at the school.

**Reporting to**

SENCo and Senior Leadership Team

**Responsible for**

Supporting individual pupils in their emotional, social, physical and intellectual development, keeping records of the work with and the progress of individual pupils

**Liaising with**

Learning Support, Faculty Heads, Subject Leaders, classroom teachers and other professionals, such as speech and language therapists and occupational therapists, as necessary

**Working time**

36 hours per week for 40 weeks a year

**Key Functions**

* to assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, SENCo and class teachers
* to assist in the implementation of Education, Health and Care Plan (EHCP) for students and help monitor their progress
* to enable pupils to become independent learners within their own ability, and provide positive support under the direction of the teacher, motivating and encouraging pupils while establishing a supportive relationship.
* to provide support for individual students inside and outside the classroom to enable them to fully participate in activities, opportunities and facilities
* to provide support for small groups of students inside and outside the classroom to enable them to fully participate in activities, opportunities and facilities
* to meet the physical, emotional, behavioural and/or other special needs as required while encouraging independence and encouraging the acceptance and integration of the pupil with special needs, while ensuring compliance with school policies in equal opportunities, inclusion etc.

**Specific responsibilities**

***The main responsibilities of the post are to:***

* to escort and ensure the safety of pupils on the school site
* to support the implementation of the EHCP for individual pupils
* to assist class teachers with maintaining student records
* to undertake activities with individuals or small groups of children in order to facilitate their physical, emotional and educational development within a safe environment, usually in the presence of a teacher.
* to work to establish a supportive relationship with parents in order to facilitate effective communication and partnership between school and home.
* to carry out pre-determined educational activities and work programmes ensuring that specific guidelines are followed.
* to provide feedback to teachers and other professionals on pupils’ progress in the evaluation of the support programme and noting pupils' achievements or problems.
* to prepare classroom/educational materials, organise supplies of materials and support pupils with these and other specific educational aids following school health and safety regulations.
* to supervise and enable the display of pupils' work.
* to provide supervision during break times as required.
* to provide supervision at lunchtime as required.
* to attend after school staff meetings and INSET training and help with special occasions in the school's calendar, if required by the Head Teacher
* to escort pupils on educational visits/trips in a group with a teacher during employed hours
* uphold the school's policy in respect of child protection matters
* to be proactive about issues of health and safety in relation to individual pupils
* to support pupils in examinations acting appropriately to fulfil the support required in specific examinations
* to support the school’s safeguarding policy and procedures
* to perform any other reasonable tasks as directed by the Head Teacher

# **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body which includes setting a good example in terms of dress, punctuality and attendance.

They shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

All staff participate in the school’s performance management scheme.

**Person Specification: LSA**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** | * Educated to Degree Level or equivalent or extensive experience in a Learning Support capacity * Have both English and maths GCSE at Grade C (or 4)or above * Be literate and numerate and hold qualifications that demonstrate this * Have a record of working successfully with young people * Have knowledge and experience of working with new technologies, specifically Microsoft Office applications * Love working with children and young people | |
| **Experience** | * A minimum of two years’ experience of working with children (either paid or unpaid capacity) preferably in an education setting * Understanding of strategies needed to establish consistently high aspirations and standards of results and behaviour | * Experience of teaching small groups * 'Experience of working with students diagnosed with ASD |
| **Skills & Abilities** | * Demonstrate high expectations which inspire, enthuse, motivate and challenge students to achieve their best: * Act as a strong role model * Strong presence in the school environment * Good behaviour management skills * Ability to tailor style to student needs * Ability to use student data to generate appropriate and effective support * Demonstrate a strategic and creative approach to problem solving * Ability to build and maintain effective relationships through excellent interpersonal skills * Demonstrate excellent communication skills (verbally and written) * Ability to develop effective teamwork * Demonstrate inclusive approach to education * Ability to work under pressure, maintaining a high sense of perspective * Ability to manage own time effectively * Commitment to regular on-going professional development * Commitment to collaborative working practices | |
| **Personal Qualities** | * Excellent interpersonal skills with ability to maintain strict confidentiality. * A diplomatic and patient approach. * Initiative and ability to prioritise one’s own work and that of others to meet deadlines. * Able to work flexibly, adopt a “hands on” approach, and respond to unplanned situations. * Ability to evaluate own development needs and those of others and to address them. * A willingness to seek specialist advice and awareness of where to seek it. * Efficient and meticulous in organisation. * Commitment to the highest standards of child protection. * Recognition of the importance of personal responsibility for Health & Safety. * Commitment to the school’s ethos, aims and its whole community. * Flexible * Energetic and enthusiastic * Self-motivated, self- confident, reliable * Generosity of spirit, sense of humour * Committed to improving outcomes for all students * Strong team player | |

*The Charter School East Dulwich is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*