

## **Job Description – Learning Support Assistant (LSA)**



**Reports to:** Assistant Principal

**Location:** Three Bridges School

**Salary:** Competitive

**Hours:** Term Time only (40 weeks) Monday-Friday 8:30am-3:00pm

### **Main Purpose of the role:**

Every member of staff plays a significant part in the learners' ability to achieve their full potential and positive outcomes whilst at Three Bridges School. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the learners' success and achievement.

LSA's provide support for learners with their social, emotional, behavioural and mental health needs by working as part of a multi-disciplinary team.

### **Main Duties and Responsibilities**

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the learners whilst they attend the school and any off-site provisions
- To be adaptable and think on your feet, always keeping in mind the end goal for the learners you are working with
- To support learners with their education, providing in-class support and 1:1 environment as directed by the teacher
- To follow and proactively implement the schools safeguarding policy.
- To follow all risk assessment and ensure learners are safe traveling between buildings
- Support social interaction between learners at social times as guided by your Line Manager
- Support learners when they are out of lessons, including those who abscond
- To regularly communicate with families as directed by line management
- Contribute to IEP and EHCP reports when requested
- To contribute weekly to IEPs
- To undertake and record daily one to one session with key learners
- Record all safeguarding and incidents on the relevant systems.
- Communicate with parents/ carers when required and ensure all communications are logged.
- To lead by example, acting as an appropriate positive role model to all learners remembering that the learners are vulnerable and impressionable. Always ensure that learners receive a fresh start at every lesson and every day.
- Support teachers to best meet the needs and requirements of the learners' education
- To be professional at all times, towards both the learners, staff, parents/ carers and any visitors.
- Be consistent in your approach and have a firm, yet fair manner

- To be a reflective practitioner, always striving to improve your practice
- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the learners
- To be flexible and adaptable depending on the day-to-day requirements of the school

**Health and Safety:**

- Working safely and hygienically at all times within health and safety guidelines and policies
- To report any health or safety concerns to the appropriate person
- To ensure the school is kept clean and tidy at all times
- To undertake food hygiene certificate and implement all food hygiene legislation
- Dress in accordance with the Three Bridges School Dress Code
- To be aware of the daily first aider role
- To ensure all offsite/ EV rules are adhered to.

**Partnership Working:**

- Sustain and develop positive working relationships with all areas of the school
- Implement/monitor and contribute to joint initiatives as required
- Celebrate and share success with learners, colleagues and parents/carers

**Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

**General:**

- To act as an ambassador for Three Bridges School, representing the school positively at all times at events and meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management
- Follow Break Through's policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety
- To attend all staff meetings as directed by Line Manager
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

**Qualifications and experience required for this role: See Personal Specification**

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	English Maths C/4 or equivalent	NVQ Level 2 or 3 Supporting Teaching & Learning or equivalent	Certificate Application form
2. Experience	Working in a school environment	Working in a SEN/SEMH school	Application form Interview
3. Knowledge and skills	Good standards of written and verbal English  Organised Pro-active	Understanding of SEN & experience of working with learners in SEN environment	Application form Interview questions
4. Competence	Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Learner focused Team player Emotionally robust Resilient Sound communicator Driven Innovative Flexible Sense of humour		Interview questions
6. Other		Full Driving License & access to own vehicle	Document verification

### Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

**Reviewed December 2024**