

## Learning Support Assistant Job Description

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<b>Job Title</b>
Learning Support Assistant
<b>Salary</b>
Grade 14
<b>Responsible to</b>
SENDCo
<b>Hours</b>
32.5 hours per week, Monday – Friday 08:40 – 15:40 Term time only plus one week (36 working weeks) Fixed term until 31/08/2024

<b>Job Purpose</b>
To support teaching and learning for students with Special Educational Needs.

<b>Main responsibilities and duties</b>
<p>The post holder will:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Support students across the curriculum to access learning.</li> <li>• Support specific students with special needs within a mainstream classroom.</li> <li>• Be conversant with the spectrum of special educational needs.</li> <li>• Consult with teachers regarding individual needs and the content of lessons.</li> <li>• Encouraging students to complete work to their personal best.</li> <li>• Use strategies to encourage students to behave in a socially acceptable manner.</li> <li>• Maintain records of specific work as required.</li> <li>• Join the rota for supervision of vulnerable students during non-structures parts of the day (ie. Break, lunch, before school etc).</li> <li>• Assist with updating and developing resources for pupils for learning (in lessons or for intervention programmes).</li> <li>• Undertake other departmental tasks in support of Special Educational Needs as required.</li> </ul> <p><b>Other Specific Duties</b></p> <ul style="list-style-type: none"> <li>• Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Safeguarding is everyone's responsibility.</li> <li>• Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• Promote actively the school's corporate policies.</li> </ul>

- Continue personal professional development as agreed including attendance at training/Inset outside of normal duty days when required.
- To actively engage in the staff and school review and development process.
- To carry out other responsibilities as determined by the Headteacher, following consultation

#### **Key Contacts and Relationships**

Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

There will be regular contact with the Lead LSA and SENDCO relating to student issues. Issues not resolved by the post holder will be passed on to the Lead LSA/SENDCO

#### **Special notes of conditions**

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

#### **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

# Learning Support Assistant

## Person Specification



Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or equivalent in English and Maths</li> <li>• Good standard of general education</li> <li>• Willingness to participate in staff training/development programme for further training and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Teaching Assistant qualification</li> <li>• Training related to visual impairment.</li> <li>• Training related to Speech and Language needs</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with good attention to detail</li> <li>• Excellent literacy and numeracy skills.</li> <li>• Ability to use adaptable and creative methods to deliver knowledge and skills to students.</li> <li>• Excellent IT skills and willingness to learn to use new technology.</li> <li>• Skills with regard to nurturing</li> <li>• Excellent communication and interpersonal skills, including the ability to work and communicate with young people</li> <li>• Ability to work independently and as part of a small team</li> <li>• Ability to use a database for reference and reporting purposes</li> <li>• Ability to work in a way that promotes the safety and wellbeing of children and young people</li> <li>• Working with children with special educational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Braille</li> <li>• Habilitation for young people with visual impairment</li> <li>• Working with young people with visual impairment</li> <li>• Working with young people with speech, language and communication needs</li> </ul>
<b>Interpersonal and communication skills</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils</li> <li>• Positive, proactive and solution focused</li> <li>• Ability to cope under pressure</li> <li>• Excellent interpersonal skills</li> <li>• Openness to learning and change</li> </ul>	

	<ul style="list-style-type: none"> <li>• Positive attitude to personal development and training</li> <li>• Professional and approachable.</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</li> <li>• Commitment to maintaining confidentiality, discretions and tact at all times.</li> <li>• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK</li> <li>• 2 professional references</li> </ul>	