Learning Support Assistant (LSA)

Hours: Full time (37 hours/week), term-time plus one week (39 weeks/year, plus holiday allowance)

Salary: Grade 6, Points 7 to 8

Responsible to: Inclusion Manager

Purpose

To work under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement planned work programmes to provide support for students with special educational needs, in or out of the classroom. This may also include support for students (and their families) with special educational needs, with a focus on emotionally based school avoidance (EBSA) in or out of the classroom.

Agreed work programmes could be to facilitate a positive environment for students who have social, emotional and mental health difficulties; this could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management and or preparation of resources.

The Learning Support Assistant (LSA) will ensure the students they support can integrate as fully as possible in the activities generally undertaken by other students and make the desired progress.

The LSA will also be available to cover lessons when the regular teacher is absent, to a maximum of 3 lessons each week, and may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task.

The LSA will also be responsible for implementing the targets on the students' EHCP in liaison with class teachers and the SENDCO.

Support for students

- Use specialist skills/training/experience to support students in a class, small group or 1:1 situation
- Assist with the development and implementation of support plans
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self- reliance
- Provide feedback to students in relation to progress and achievement
- To attend in-service training and relevant meetings relevant to the post in order to keep up-to-date with developments in working with children with special educational needs

- To work as part of the team to ensure that the wellbeing and personal development of the student enhances their learning opportunities and life skills

Support for the teacher

- Provide objective and accurate feedback and reports, as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy
- Encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers, as agreed with the teacher and within the LSA role/responsibility, and participate in feedback sessions/meetings with parents
- Administer and assess routine tests and invigilate exams/tests

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, as well as prepare and maintain general and specialist equipment and resources

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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required

General

- To be responsible for your own ongoing professional development and CPD.
- Be a first aider to support and contribute to the First Aid of students and wider organisation in line with general requirements.
- Any other duties as may reasonably be required by the Headteacher.

This job description is not designed to be an exhaustive list of duties and responsibilities, but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role.

The content of this post will be reviewed in consultation with the post-holder when necessary, and during performance management review, this process may, or may not result in a change to the level of responsibility appropriate to the grade of the post.