



Seva School
 Link House
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 Coventry
 West Midlands
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Job Description: Learning Support Assistant (LSA)

<p>School Ethos</p>	<p>Our ethos is one of Selfless Service, Excellence, Virtues and Aspiration, with our named virtues being: kindness, courage, honesty, tolerance respect and responsibility. We promote five principles of character: to be presentable, polite, prepared, positive and punctual. Our school promotes an active sense of citizenship and regard for sarbat dha ballah (common good of all). At Seva School, our aim is for our whole community to actively engage with all that the Sikh faith encompasses and modern British Values promote.</p>
<p>Job Title Salary</p>	<p>Salary: Grade 3 (Point 3-5), £24,796 - £25,583(pro rata to number of weeks worked) Working Pattern: 38 weeks per year (including 5 Teacher Training Days), Monday – Thursday: 08:15 – 16:25 Friday: 08:15 – 15:35 37.5 hours per week</p>
<p>Responsible to</p>	<p>Assistant Principal</p>
<p>Core Purpose</p>	<p>To contribute to the delivery of high-quality learning provision by supporting pupils within a stable, professional, and inclusive environment. The Learning Support Assistant (LSA) will help pupils achieve their full academic, social, and moral potential. They will use data and information sensitively and with appropriate levels of confidentiality to identify and remove barriers to learning in a timely and impactful manner to fully support a pupil’s learning, progress and attainment from identified starting points.</p>
<p>Responsibilities and tasks</p>	<p>Pupil Support</p> <ul style="list-style-type: none"> • Support pupils with SEND, EAL, Pupil Premium, and disadvantaged backgrounds across a range of subjects to belong, achieve and thrive. • Deliver 1:1 support and small group interventions that impact learning with rapid progress. • Clarify and explain instructions, ensuring pupils understand learning tasks. • Motivate pupils to stay focused, build resilience, and develop positive learning behaviours for engagement. • Promote independence, self-esteem, and confidence. • Promote high levels of attendance and participation in extra-curricular activities. • Assist pupils across the full ability range, including those with Higher Needs funding. <p>Classroom and Curriculum Support</p> <ul style="list-style-type: none"> • Work alongside teachers to accelerate learning, progress and raise attainment. • Help plan and deliver lessons using adapted learning strategies. • Prepare targeted learning materials and resources bespoke to the needs of the pupil and aligned to their PLPs. • Use IT systems for administrative and educational tasks appropriately, accurately and aligned to school policies and procedures. • Support class management and maintain a productive learning climate across the school.

- Supervise whole classes briefly in emergency situations, when required.

Monitoring and Assessment

- Maintain pupil tracking files and contribute to progress reviews.
- Analyse data to identify gaps and plan timely interventions.
- Contribute to and support the implementation of Personalised Learning Plans (PLPs).

Communication and Relationships

- Build effective professional relationships with pupils, staff, and parents/carers maintaining professional distance.
- Liaise with external agencies where appropriate using professional dialogue.
- Uphold professional boundaries and represent the school values at all times

Wider School Duties

- Assist with preparation and supervision of educational visits.
- Attend staff meetings and INSET sessions (within contracted hours or as agreed).
- Support exam and assessment processes.
- Provide a welcoming environment for visitors and callers.
- Adhere to duty supervision protocols
- Respond to reasonable ad-hoc requests aligned with the role.

What the School Offers

- A collaborative and supportive SEND and Inclusion team.
- A welcoming, inclusive, and values-driven working environment.
- Professional development opportunities.
- A committed, enthusiastic staff community.
- Engaged parents eager to support their children's learning.
- The chance to make a meaningful difference to identified pupils.

Health, Safety and Safeguarding

- Comply with Health & Safety legislation and school policies including SEND, Inclusion, Safeguarding, Data Protection, and E-Safety.
- Maintain confidentiality at all times
- Support risk assessments relevant to the post.
- Promote safeguarding practices in line with statutory guidance (e.g., KCSiE, Behaviour Policy, Child Protection Policy).
- All appointments are subject to an Enhanced DBS check with barred list clearance.
- Staff must raise concerns regarding any unsafe or poor practices, ensuring they are addressed sensitively and promptly.

Safeguarding	<p>The Sevak Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment All appointments will be subject to an enhanced Disclosure and Barring Service check (with a children’s barred list check). The leader and advisor would work with their line manager to ensure that:</p> <ul style="list-style-type: none"> • The policies and procedures adopted by the Sevak Trust are fully implemented and followed by all staff. • All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. • To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation. • To promote the protection and safeguarding of pupils through the active implementation of relevant school policies and procedures with reference to: Safeguarding and Child Protection Policy, Behaviour Policy, KCSiE and the Staff Code of Conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.
	<p>Date</p> <p>Signed Post Holder</p> <p>Signed Principal</p> <p>The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you. Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.</p>

Person specification

Training and education	Essential (E) / Desirable (D)
GCSEs in Maths and English (Grade A-C)	E
Education to degree level or equivalent.	E
Experience and knowledge	
Ability to use a variety of teaching and learning methods.	E
Able to plan and implement well-structured lessons.	E
Knowledge and understanding of current curriculum development.	E
Knowledge of good practice, policies and procedures in schools / School including Child Protection.	E

Qualities and skills	
Self-motivating and able to work on own initiative.	E
High expectations of self, pupils and staff.	E
Ability to implement, monitor and evaluate the curriculum.	E
Able to meet deadlines.	E
Ability to use data effectively to monitor and evaluate.	E
Experience of using ICT skills for classroom use.	E
Record of pupils achieving good academic results through timely and impactful interventions	E
Equal opportunities	
Must be able to recognise discrimination in its many forms and willing to put the school's equality and diversity policy into practice.	E
Commitment to equal opportunities and equal value for all pupils.	E
Other conditions	
A willingness to attend/achieve further training/qualifications where appropriate.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

* **E = Essential D = Desirable**