



**Post:** Learning Support Assistant

**Salary:** Grade D Points 6-9 depending on experience  
£25,989 – 27,254 per annum FTE  
hourly rate £13.47 – 14.13

**Responsible to:** SENDCo

### **Purpose:**

To work under the direction of the teacher, to support the learning, teaching and welfare of children and pupils within the School to enable their progress towards class and individual targets.

To support a pupil with a diagnosis of Down Syndrome as part of the whole class, a small group or one to one.

### **Main duties**

- To support pupils and students in accessing learning activities as directed by the teacher or the department leads, being aware of and supporting differences to ensure all students have equal access to opportunities to learn and develop.
- To act as a key worker for individual students as directed by the Class Teacher and SENDCo or Assistant to SENDCo.
- Attend to pupils' personal needs and implement related personal programmes including social, language, health, physical, and hygiene, first aid and welfare matters
- To deliver small group session for students/pupils with specific needs as required.
- To support pupils with a wide range of needs, including pupils with complex needs.
- To participate in routine assessments of pupils under the direction of the teacher.
- To undertake record keeping/sharing in respect of pupil/student learning and progress, behaviour management, child protection in order to support the teacher to deliver specific learning programmes set for each child.
- To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure the pupil/student's well being
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable them to realise the school priorities.
- To participate in training and other learning activities and attend relevant meetings (within contracted hours) as required, ensuring own continuing professional development.
- To attend departmental or phase meetings as required.
- To participate in the school's performance management arrangements.
- To be alert to the health and safety of the working environment and to advise the line manager or head of department of any health and safety concerns



- To ensure the maintenance of a clean, orderly and safe working environment.
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of pupils and students in accordance with the school behaviour expectations policy.

Duties will be adjusted according to the individual child or phase to which the LSA is deployed and whether deployment is to a whole class/key stage or on an individual basis supporting pupils with special educational needs. A degree of flexibility is a must as we are an all through school from Reception to Y13 and support may need to be given in different years/key stages and a mixture within a working week.

This job description 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 in relation to the post holder's professional responsibilities.

**All staff of Kings Priory School should:**

1. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Promote and support the distinctive Christian character of the School as demonstrated through its ethos, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.