



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

**Job Title:** 1-1 Learning Support Assistant (SEND)

**Post Holder:**

**Role:** To work as part of a team in supporting and including pupils with learning difficulties/disabilities in both individual and small group learning sessions and a mainstream class.

**Reporting to:** Headteacher

**Work in partnership with:** Class Teacher / Head Teacher / SENDCO. You may be required to work with other professionals as requested.

**Duties:**

### **In relation to the individual pupil**

- To develop an understanding of the special educational needs of the pupil concerned.
- To take into account the pupil's special educational needs and ensure that they can access the learning environment and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with the pupil, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist the pupil with physical and personal care needs.
- To help motivate the pupil.
- To model good practice.
- To help build the pupil's confidence and enhance self-esteem.

- To monitor the social, emotional and physical wellbeing of the pupil.
- To support with the delivery of short bursts of intervention activities linked to the pupil's individual needs.
- To communicate with pupil using their preferred method in order to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/carers.

#### **In relation to the Class Teacher**

- To support the teacher in implementing specific teaching programmes.
- To work on differentiated activities with the pupil.
- To supervise practical tasks.
- To be involved in keeping records and evaluating identified pupil's progress.
- To have formal and informal meetings with teachers to contribute to planning lessons/activities.
- To prepare materials and resources.

#### **In relation to the School**

- To work as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate.
- To support and implement school policies and procedures (including those relating to confidentiality and behaviour).
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Head teacher which fall within the remit of the post e.g. First Aid, Moving and Handling.
- Contribute to reviews and assessments of pupil in writing (following any guidelines provided) and/or verbally.

**Signed** .....

**Date:** .....

## **PERSON SPECIFICATION FOR A 1-1 LSA (SEND)**



<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualification and training	<ul style="list-style-type: none"> <li>• A good general education</li> <li>• Level 2 or equivalent qualification in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Education to A level or its equivalent and beyond.</li> <li>• Level 3 or equivalent qualification in relevant discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of having worked with children in some capacity; this could be as a parent/carer.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant work experience in a similar environment.</li> <li>• Experience of working with children with SEN, preferably at early years age.</li> </ul>
Qualities, skills, knowledge and abilities.	<ul style="list-style-type: none"> <li>• A positive interest in working with children.</li> <li>• Ability to demonstrate a happy, enthusiastic, highly motivated persona</li> <li>• Ability to demonstrate a positive, non-discriminatory attitude</li> <li>• Ability to demonstrate high personal and professional standards</li> <li>• Ability to demonstrate a consistently caring attitude towards children and parents</li> <li>• A good sense of humour!</li> <li>• Ability to get the best out of children.</li> <li>• Adaptability</li> <li>• Able to work on own and as part of a team.</li> <li>• Ability to build good working relationships with a range of colleagues.</li> <li>• A clear communicator</li> <li>• Ability to work calmly and with patience</li> <li>• Reliable with excellent attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in ICT.</li> </ul>

Special Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the Early Years Foundation Stage Framework</li> <li>• Understanding of child development and the needs and characteristics of young children, including those with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Child Protection procedures (training will be given)</li> </ul>
Health	<ul style="list-style-type: none"> <li>• A good attendance record</li> <li>• Evidence of the stamina required to cope with the demands of the post.</li> </ul>	

This person specification lists the requirements that are necessary to do this job. In your application please clearly state how you meet the requirements as the panel will reach a decision on whether to short-list you or not based on the information that you provide.