

Redland Green School  
Learning Support Assistant (LSA) Key Worker Job Description



<b>Hours</b>	37 hours per week during term time only (plus 5 INSET days)
<b>Salary</b>	NJC 8 – 10 £23,072 - £23,820 Annually (Actual)
<b>Contract Type</b>	Fixed term until 30 <sup>th</sup> July 2027
<b>Annual Leave Entitlement</b>	5.85 weeks of holiday allowance included in pay
	<p><b><u>Duties and Responsibilities:</u></b></p> <p>The <b>LSA Key Worker</b> will support the learning of children with SEND by:</p> <ul style="list-style-type: none"> <li>• Working collaboratively with teachers to provide direct support to achieve defined progression targets in a child's EHCP or IEP and in class plans;</li> <li>• Delivering evidence-based interventions and activities, as directed by an EHCP, to support cognitive and skills development on a 1:1 and/or small group basis;</li> <li>• As a <b>Key Worker</b>, providing empathetic and sympathetic listening, direct guidance, and the provision of appropriate positive feedback to the pastoral team;</li> <li>• Supervising and encouraging safe behaviour of individual and groups around the school;</li> <li>• Adapting and scaffolding work (with teachers) as part of in-class support;</li> <li>• The <b>Key Worker</b> will work with families and other professionals to support the overall physical, emotional and educational development of children with SEND.</li> </ul> <p>The <b>LSA Key Worker</b> will support the learning environment by:</p> <ul style="list-style-type: none"> <li>• Developing pen portraits for their Key Worked children in line with their EHCP plans;</li> <li>• Follow guidance from the teaching staff to prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to provide an effective learning environment;</li> <li>• Promote the required standards of achievement and performance, for individuals and groups within the classroom;</li> <li>• Support the development of continuous improvement in both personal performances in the job and the work of the team;</li> <li>• Assist in the development, monitoring, reviewing and progression of children' learning plans;</li> <li>• Support access arrangements and assessment processes, recording, keeping and retrieving accurate records and following defined procedures;</li> <li>• Work in a team to support continuity and consistency in the work of the Learning Support team which achieves the attainment of standards in learning progress by the school required by the Head and Governors, the LA and the Office for Standards in Education [OFSTED].</li> </ul> <p>The <b>LSA Key Worker</b> will provide care and support for children with SEND by:</p> <ul style="list-style-type: none"> <li>• Attending to the day to day needs of children, inside and outside the classroom, by provision of personal, social, hygiene, welfare and</li> </ul>

	<p>behaviour support as needed and as directed by the SENDCO;</p> <ul style="list-style-type: none"> <li>● Delivering planned intervention to promote the progress of individual children in attaining defined goals;</li> <li>● Promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison &amp; contacts with other agencies;</li> <li>● Reporting concerns about progress, identifying solutions, to the teacher and pastoral team;</li> <li>● Maintaining regular communications with families;</li> <li>● Assisting educational and therapeutic professionals in their delivery of specialist support programmes;</li> <li>● Carrying out specified medical care procedures following direct specific training by a qualified practitioner;</li> <li>● Assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LA policies and procedures.</li> </ul> <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e1f5fe;"><b>Dimensions</b></td> </tr> <tr> <td>Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.</td> </tr> <tr> <td style="background-color: #e1f5fe;"><b>Special Notes</b></td> </tr> <tr> <td> <p><b>Safeguarding</b></p> <p>Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p> </td> </tr> </table>	<b>Dimensions</b>	Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.	<b>Special Notes</b>	<p><b>Safeguarding</b></p> <p>Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p>
<b>Dimensions</b>					
Excalibur Academies Trust is a Multi-Academy Trust of 20 schools across the age range from Nursery to Sixth Form.					
<b>Special Notes</b>					
<p><b>Safeguarding</b></p> <p>Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As the responsibilities of this post are defined as regulated activity, the person appointed is required to have an enhanced DBS check with barred list information.</p>					

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Learning Support Assistant Key Worker</b>
<b>Location:</b>	<b>Redland Green School</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge, experience, and skills</b>	<ul style="list-style-type: none"> <li>• Capability to achieve GCSE grade C in English &amp; Maths and NVQ Level 2 in a relevant field</li> <li>• Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the EHCP process and procedures</li> <li>• At least one year's experience of working effectively in a school setting or other activity working with children or young people</li> <li>• At least one year's experience of applying the regulations applicable to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection (Training provided)</li> <li>• GCSE Grade C or above (or equivalent) in English &amp; Maths, plus at least three other academic subjects</li> <li>• Understanding of the role of the class teacher and of the parent in developing and maintaining an effective learning environment</li> <li>• Experience in working with students with higher levels of SEND particularly students with a diagnosis of ASD/ADHD</li> <li>• Knowledge of remedial first aid</li> <li>• Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</li> <li>• Experience in working with students with physical difficulties</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Aptitude to develop a knowledge of the role within an education environment</li> <li>• Flexible, adaptable and positive attitude to working in a structured environment &amp; Communication skills to promote and develop effective working with students, parents and colleagues.</li> <li>• The ability to contribute effectively to the workload and responsibilities of a team</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution</li><li>• Ability to carry out duties without supervision</li></ul>	
--	---	--

**Annual Appraisal**

All staff must complete an annual appraisal as part of their performance management at the Excalibur Academies Trust

**Probation period**

All new members of staff will complete a probation period as per their induction process.

**Pension**

All support staff will be automatically enrolled into the LGPS Avon Pension scheme.

**Scale point**

All staff will begin their employment at the first scale point within their salary banding and reach annual increments until the reaching the maximum scale within their pay band.