



LSA (1-2-1)

Stowmarket High School



Job Description: Learning Support Assistant (1-2-1)



STOWMARKET
HIGH SCHOOL

Reports To: SENDCo

Direct Reports: N/A

Grade: Grade 3, point 4

Role Purpose:

The Learning Support Assistant works within the SEND team to ensure that students with educational needs are supported, to enable them to succeed.

Key Responsibilities:

- Being aware of the likely needs of students with known difficulties.
- Anticipating the possible implications of such difficulties in a variety of learning situations including their time in the SEND support room.
- 1:1 Support for specific high need students, allow the subject teacher more flexibility to work with individuals or groups.
- Developing a primary level curriculum alongside and supported by curriculum leads and SEND leadership for a specific group of high need students.
- Working with a small group of high need students who need a bespoke primary level curriculum.
- Assisting subject teachers to meet students' needs. This may include:
 - modifying work set to suit a particular individual, e.g. by simplifying language or adapting tasks;
 - working with students outside the classroom, where appropriate, either exceptionally, or on a more regular basis; with identified high needs students.
 - passing on information about the student gathered in other contexts;
 - being aware of and liaising with the subject teacher and SEND team to achieve, individual targets as set in EHC Plans.
- Liaising with subject staff to access appropriate learning resources for identified higher needs students to use either in class or in the SEND Support room.
- Liaising with members of the pastoral team, and acting as an extension of the pastoral system by lending a "listening ear"
- Taking advantage of opportunities for INSET to develop further professionally.
- Assisting with administration as directed by the SENDCo.
- Recording, monitoring and evaluating interventions.
- Assisting with invigilation of internal and external exams where this does not conflict with in-class support, in particular with identified higher need students.
- Assisting with the administration of tests, e.g. spelling, reading, in liaison with the SEND department.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description, but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none">• GCSE Maths and English (Grade A-C) or equivalent	<ul style="list-style-type: none">• Evidence of recent continuing professional development, including Safeguarding training• Relevant professional qualification(s)
<u>Knowledge and Experience</u> <ul style="list-style-type: none">• Experience of working in a support capacity in a school or experience of working with young people in a learning environment• The ability to manage and support pupil behaviour and supervise the completion of work set for pupils with high needs.• The ability to deliver KS2 and above curriculum level interventions• Ability to deliver interventions for both 1:1 and group scenarios• Ability to work under the direction of several different people.• Experience in implementing strategies to support student's emotional regulation and wellbeing.• Knowledge of school structures and procedures	
<u>Skills and Behaviours:</u> <ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High levels of discretion, confidentiality and awareness of data protection• Having the skills to act as a mentor to young people• Self-confidence in decision making, and ability to be assertive when required.• Ability to use your initiative• Ability to communicate with all levels of people.• Ability to organise own workload in the context of varied tasks.• Ability to undertake varied duties.	
<u>Professional development:</u> <ul style="list-style-type: none">• Commitment to personal professional development	