

Job Description

Post Title: Learning Support Assistant

Post Grade: APT & C Scale 2/3 points 4 – 6

Hours: As contracted - term time only

Prime Objective of the post

To work under the guidance of the SENCO to implement agreed work programmes/ intervention strategies with groups and individual pupils, both in and outside the classroom.

To support a designated curriculum area/areas to ensure effective differentiation of resources.

To take responsibility for pastoral matters and well-being with targeted & identified pupils

To deal with individual or small groups of pupils on matters relating to well-being and safeguarding

Supervision Received

Directly responsible to the Special Educational Needs Co-ordinator, Assistant Headteacher as Line Manager for SEND and classroom teachers.

Supervisory Responsibility

Supervisory Responsibility for individual/small groups of pupils

Range of Decision Making

As delegated by the Special Educational Needs Co-ordinator

To make day to day decisions concerning pupil welfare.

Responsibility of Assets

Materials provided for use by identified child/children.

Access to technical equipment e.g. projectors, PCs etc.

Storage of the above, to report any faults to appropriate person.

Following safety regulations in all aspects of the work.

Contact

Members of teaching staff and direct contact with pupils.

Range of Duties/Responsibilities

To assist teaching and other professional staff in the implementation of educational programmes by:

- Providing technical support to teachers in targeted curriculum areas.
- Establish positive and productive working relationships with pupils and actively promote the inclusion of all pupils.
- To help subject teachers to prepare differentiated materials for use in the classroom.
- Preparing differentiated materials and teaching aids under the guidance of SENCO or teacher.
- To support pupils in their work as directed by the class teacher and the SENCO.
- To be a key worker for identified pupils.
- To be involved in SEND Support Plans as required by SENCO.
- To support teaching staff in carrying out aspects of the school behaviour policy and to reinforce the behaviour policy as part of the para professional role.
- To deliver identified support and intervention under the direction of the SENCO & Provision Manager e.g. moving & handling support.
- To monitor and communicate progress of identified pupils to the Provision Manager and SENCO.
- Providing one to one care for pupils including support with changing for PE/support with personal hygiene and support with movement around school where necessary. Where this occurs the LSA will have regard to the school Intimate Care Policy.

- To supervise pupils during the mid-day period, ensure that all pupils are supervised in all areas of school (two and a half hours per week).
- To provide support to the Heads of Year in dealing with matters relating to well-being and safeguarding of pupils
- To handle confidential matters relating to pupils
- To provide admin support for specified pastoral events
- To be a point of referral for pupils with identified emotional well-being, safeguarding or child protection issues.
- To be a named contact and champion support for identified vulnerable groups (LAC, DV, Young Carers etc.) complementing the work of the Well-being and Additional Needs Co-ordinator.

To contribute to the organisation and improvement of the school by:

- Attending staff briefings and other meetings as directed by the Headteacher.
- Taking part in additional training, as appropriate, within working hours or by negotiation with the Headteacher.
- Undertaking any reasonable additional responsibilities requested at any time by the School Management Team.
- NB: Where these additional responsibilities include intimate care of pupils individual guidance will be provided (see Intimate Care Policy).
- Undertaking break time or pre-school duties each week in accordance with the duty rota.
- Complying with policies and procedures relating to Safeguarding, Child Protection, Health & Safety, Confidentiality and Data Protection. Reporting all concerns to the DSL.

Equal Opportunities

To act in a manner which is not prejudicial or discriminatory but in accord with the schools equal opportunities policy.

Confidentiality

To maintain at all times confidential information regarding pupil and parent circumstances