



Lincolnshire Gateway Academies Trust

This job description outlines the general duties and responsibilities of this post.

The job description is not exhaustive; it fits with the Academy's ethos to promote performance management and quality service.

Job Title – Learning Support Assistant – LGAT 9 Responsible to – Principal and Vice Principal of Inclusion

Job Overview

The Bridgehouse is a resource specialist provision that provides high quality assessment, education and support for children and young people who are in receipt of an EHCP with primary need of SEMH who, for a variety of reasons, are unable to access mainstream education full time and require a bespoke package.

The Learning Support Assistant will be appointed to work with children within the resource specialist provision as part of a team under the general direction of the Principal and Vice Principal of Inclusion. The Learning Support Assistant will be a member of the support staff under the direct leadership and general supervision of the Lead Teacher of SEND within the Bridgehouse.

The postholder will also carry out other related practical duties to support the Lead Teacher of SEND.

Main Responsibilities

Under the direct leadership and supervision of the teacher, or line manager, within the agreed educational plan and framework of the Trust's agreed policies and procedures, the postholder will undertake a range of duties, which may include:

- 1 Assisting the teacher with the strategies to enhance attainment levels of students
- 2 Inclusion to include preparation and delivery of behaviour modification sessions, where necessary
- 3 Pastoral support, create and deliver intervention programmes, where necessary
- 4 Deliver/supervise intervention programmes as separate timetabled provision
- 5 1:1 tutor/mentor to support students as a key adult
- 6 Assisting students to access the set curriculum
- 7 Help to promote students' good behaviour and discipline
- 8 Liaise with teachers with regard to students' behaviour and attainment, when accessing mainstream
- 9 Work in various areas of the Academy under supervision
- 10 Assist with the development of appropriate resources to support the students
- 11 Carry out administrative tasks directed by the Lead teacher or line manager
- 12 Liaise with other members of the team supporting the students when asked to do so
- 13 Provide oral and written contributions to reviews of students' progress, as appropriate
- 14 Provide regular oral feedback about students to the Lead teacher and line manager



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- 15 Assist the Lead teacher in the creation and maintenance of wall displays, where necessary
- 16 Provide 1:1 and/or group work interventions to promote SEMH and wellbeing
- 17 Whole class cover, if needed, when the Lead Teacher is absent (within The Bridgehouse only)

In addition

- 18 Delivering pre-determined educational activities and support programmes to individual and groups of students e.g. behaviour modification, emotional support and mentoring
- 19 Participating in the evaluation of the support programmes
- 20 Liaising with other members of the team
- 21 Developing appropriate resources to support the students
- 22 Keeping accurate records of students' progress and updating central records as required
- 23 Support students when back in mainstream as classroom support/1:1 support as necessary

General

- 24 The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
- 25 The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
- 26 The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures