



## Learning Support Assistant (LSA)

### Job Description

#### Purpose of the job

To provide learning support for students with special educational needs, and emotional and/or behavioural difficulties, either individually or in groups or classes.

#### Reporting to

HLTAs

#### Main responsibilities

- To support students who require additional help with their learning and behaviour, either one-to-one or in small groups.
- To provide support for teachers during lessons.
- Undertake a range of more specialised tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
- Develop an understanding of the specific needs of students taking into account the type of teaching and learning support involved and the requirements of the IEP, ensuring that the advice is carried out.
- To use behaviour management strategies in line with the Academy's policy and procedures;
- To prepare for, attend and contribute to IEP, PSP, SEN and other review meetings if required by the SENCO/Head of Hearing Resource base/ Nurture group team and where appropriate, disseminate information to other LSAs.
- To prepare reports for and attend annual reviews.
- To undertake learning activities with either individuals or small groups, ensuring their safety and facilitating their physical, emotional and educational development.
- To prepare materials and resources for teachers including photocopying.
- Attend readmission and restorative conference interviews as required.
- To take a full part in the duty programme at breaks and lunchtimes.
- To attend and participate in regular meetings and participate in training and other learning activities, as required.
- To undertake other tasks as reasonably required by the Headteacher.

#### Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
- promoting and safeguarding students' wellbeing;
- showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

### General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

## Person Specification

<b>Educational Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<b>Level 3 Learning Support Assistants</b> will have a combination of experience in the role and <u>are likely</u> to hold a recognised TA qualification as shown below. They will be able to demonstrate the following:		
Relevant NVQ level 2 and training towards Level 3		✓
GCSE (C/B grade or 5/6) in English and Math's (for all levels)	✓	
Participation in in-service training and development		✓
Appropriate qualifications/training include: Open College Network Certificate Specialist Teaching Assistant Certificate (STAC) Special Training in ELS/ALS Other appropriate accredited training Individuals are likely to be working towards assessment as an HLTA		✓

<b>Professional Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Literate and numerate	✓	
Ability to work on own initiative	✓	
Experience of constructive co-operation with parents and carers		✓
Possess excellent communication skills	✓	
Knowledge of school systems and procedures		✓

Personal Qualities and Skills	Essential	Desirable
Has strong interpersonal skills	✓	
Is self-confident, motivated and ambitious	✓	
Has passion and believes that every student can succeed	✓	
Is an effective communicator and presenter	✓	
Is co-operative, flexible and responsible	✓	
Is reliable, well organised and committed to a high standard	✓	

**Last review date:** June 2026