

# Loughton School Job Description

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**Job Title:** SEND Learning Support Assistant and intervention Learning Support Assistant

**Reports to:** Class teacher, SENCo and SLT

**Key Contacts and Relationships:** Head teacher, SLT, pastoral team year team, children, parents & governors

## **Overall Purpose (what is the overall purpose of the job?)**

To support the class teacher in providing the best holistic education possible for the children in your care which inspires, motivates and challenges them. To develop our children into lifelong learners. To ensure all safeguarding procedures and policies are followed to protect the children we have in our care.

To promote a love of reading across the school so children become passionate about reading.

To promote the vision and values of the school among all stake holders and the wider community.

## **Key Accountabilities (what are the main things which the job holder must do in order to achieve the jobs overall purpose?)**

### **Overall responsibilities as an LSA:**

1. To adhere to the 21 standards outlined in the most recent Teaching Assistant standards 2016.
2. To support the class teacher, you work with making sure you follow the planning and guidance they give you.
3. To support the children in the class you work, making sure you help them achieve their full potential.
4. To support the children on the playground during play time encouraging them to play fairly and include others.
5. To adhere to the guidelines set out for professionals in the SEND Code of practice and Loughton's SEN offer as part of the schools' policies (statutory SEN information report)
6. To adhere to the guidelines set out in all current DfE safeguarding legislation, all of the school's safeguarding policies and any document referenced within these.
7. To build good relationships with the children and families in your class enabling you to understand how best to meet their needs
8. To implement 'Behaviour on a page' within your daily practice
9. To provide outstanding pastoral care for the children in your class
10. Set a good example to the children in your care in how you conduct yourself daily, as a role model
11. To celebrate the success of the children in your class/year team and share this with their families in a variety of different ways
12. To provide admin support to the class teacher you work.

### **Fulfil wider professional responsibilities:**

13. Make a positive contribution to the wider life and ethos of the school
14. Be aware of the policies and practices of the school and share in collective responsibility for their implementation
15. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
16. Take responsibility for improving intervention teaching through appropriate professional development, responding to advice and feedback from colleagues
17. Any other professional duties that may be reasonably assigned by the head teacher

### **Specific SEND LSA responsibilities:**

18. To understand the SEND needs of the child/ren you work with and explore CPD training,

support and qualifications to support them, within curriculum areas.

19. Where relevant to provide interventions specifically tailored to the SEND child/ren you work with in accordance with advice from the SENCo or the pastoral team
20. To complete intervention paperwork required by the SENCo in a timely manner and use the 'provision mapping tools to evaluate these.
21. Where relevant feed information into 'top up funding' applications or into an Educational Health Care Plan annual review of a named child
22. Where relevant support the child/ren you work with, with transition to the next year group or school.

#### **Specific LSA lunchtime role**

23. To oversee the behaviour of the children you are overseeing in accordance to the Behaviour on a page document
24. Inside - To promote a positive atmosphere within the classroom as the children are eating their lunch, encouraging the children to eat well
25. Inside – To promote healthy eating habits with the children so they understand what a balanced diet it.
26. Inside – To provide nurturing, mindfulness activities for the children to complete once they have finished their lunch
27. Outside – To promote a positive atmosphere on the playground when the children are playing
28. Outside- To support children who find it difficult to play socially
29. Outside – To run quality activities (depending on the zone you are in) for the children to take part in
30. Outside – To promote an active lifestyle with the children so they understand what how to keep physically healthy.

#### **Key Performance Measures (what are the things which will tell you that the job is being performed to the standard required?)**

The children in your care will be safe and happy.

The children in your care will make good progress.

The children in your care will have their individual needs met and catered for.

You will maintain a good reputation among the parents of the children you work with and colleagues in school.

The school will maintain its Ofsted grading of 'good'.

The school will maintain a good reputation in the local area and beyond.

#### **Skills and Competences required in the role (what does the successful performer do in the role)**

Demonstrate a good understanding of the Loughton school immersive learning curriculum.

Demonstrate a good understanding of the school vision and values.

Demonstrate a good understanding of your role as an LSA as outlined in the Teaching and Learning policy.

Demonstrate a good understanding of the Behaviour on a Page document.

Demonstrate how to use strategies that will continue to improve achievement and raise standards of attainment.

Demonstrate a creative approach which encourages active learning.

Show a sound understanding of how to use the 'Provision Mapping tool' log interventions

Demonstrate a clear vision and philosophy for education.

Show very good communication (written and verbal) skills at all levels.

Demonstrate the ability to meet deadlines.

Demonstrate excellent attendance, reliability and time keeping.

Demonstrate a high level of professional commitment to the children of Loughton School by inspiring them.  
Demonstrate excellent self-management skills, including the ability to organise and plan one's own time effectively.  
Demonstrate the ability to establish good and productive working relationships.  
Demonstrate sound, good judgement under pressure.

Signed 

Rebekah Green  
Headteacher