



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Learning Support Assistant

Job Description

JOB PURPOSE

- To support learning and teaching across the curriculum, particularly for pupils with SEND
- To assist in planning, review and delivery of the curriculum (either as individuals or in small groups) and to assist in pupil health, safety, welfare and emotional and behavioural support
- To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve joint planning with teachers, preparing and delivering learning activities for individuals/groups, or short term for whole classes across all year groups in the school (Years 3-13). Monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development will be integral to this role
- To ensure that SEND support is happening within the context of the school's Self-Directed Learning Philosophy
- To engage in active participation in all staff meetings and CPD

DUTIES

SPECIFIC DUTIES

- Provide pupils with the level and type of support specified by the teacher. This could include promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence
- Identify and report uncharacteristic behaviour patterns in pupils and report these to the teacher
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set
- Accompany pupils as directed and supervised by the responsible teacher within school and on educational visits/trips, in accordance with guidance on school journeys
- Assist with the supervision of pupils, e.g. as they arrive/leave the class and at break time and when required at lunchtime
- Have an understanding of special educational needs as defined in the SEN Code of Practice
- Support individuals or groups of pupils during independent/group work (e.g. explaining tasks, reinforcing key objectives, concepts of vocabulary; using practical apparatus; supporting less able pupils, extending/challenging the more able; assisting in keeping pupils on task, interested, motivated and engaged)
- Assist pupils in the development of communication skills including role play activity
- Assist in personal, social and emotional development of pupils and in the development of self-esteem
- Monitor and provide for the general care, safety and welfare of pupils, including accompanying small groups of pupils on short trips off the school premises, under the supervision of the responsible teacher, in accordance with the appropriate risk assessment and LA guidance
- Use specialist knowledge, experience, training to provide appropriate support to pupils

SUPPORT FOR THE TEACHER

- Assist in the day-to-day management of the learning environment, e.g. preparing/clearing learning resources; reporting damaged/faulty items to the teacher; contributing to class/school displays, preparation of art areas etc.
- Participate in record-keeping – e.g. provide relevant verbal information to contribute to the planning and review of pupil support, record and reports



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- Provide feedback to the teacher about the learning activities, responses to them and the support provided
- Assist in the management of pupil behaviour
- Undertake routine administrative tasks
- Monitor individual or group achievement of key objectives and feedback to the teacher
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials as appropriate
- Contribute to the assessment of pupils by teachers through observation and reporting
- Attend SEND review meetings, as appropriate
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour

SUPPORT FOR THE CURRICULUM

- Support pupils' learning as directed, in context of fostering independence and self-esteem (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.)
- Contribute to curriculum planning and evaluation and assist in implementation
- Assist in the introduction to the lesson and interact with the teacher and pupils as required

GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role
- Uphold and promulgate the OSG UK ethos within all areas of responsibility
- Contribute to, share in and promote the wider and longer-term vision of OneSchool Global.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy
- Comply with and support the implementation of all school and OneSchool Global UK policies
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
- Ensure high standards are maintained, progressed and promoted in all areas of work
- To undertake appropriate professional development and positively participate in the appraisal of own performance
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
- Attendance at staff meetings as appropriate

SAFEGUARDING

OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2024 and The Education Act 2002; we expect all staff and volunteers to share this commitment



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REPORTING TO

The LSA will work under the direction of SLT and/or the Inclusion Leader (SENDCo) and will be expected to exercise initiative and independent action. Depending on level appointed at it is expected that the LSA will undertake at least one additional responsibility and/or provide specialist support in one or more specialist areas (e.g. literacy or numeracy).

Main contacts are with pupils, teaching staff, other professional staff, other support staff, parent/carers and volunteers.

ISSUED BY

OneSchool Global UK

Issue date: August 2021

Employee Signature: _____ **Print Name:** _____

Line Manager Signature: _____ **Print Name:** _____

Date: _____



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Person Specification

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Prior experience as an LSA • Have an understanding of special educational needs as defined in the SEN Code of Practice • Experience of working with children of the age with which the post is concerned 	<ul style="list-style-type: none"> • Have considerable experience (at least 3 years) of working to support children's learning
Education and Qualifications	<ul style="list-style-type: none"> • Have been educated to at least CSE/GCSE/O Level pass standard 	<ul style="list-style-type: none"> • Have NVQ Level 2 or equivalent knowledge, experience and skills • Be working towards NVQ Level 3 or have equivalent knowledge, experience and skills
Skills and Abilities	<ul style="list-style-type: none"> • Be able to present information effectively, verbally and in writing to others (for formal SEN reviews etc.) • Good communication skills written and verbal • Good organisational skills • A positive role model of professional practice and conduct of others 	<ul style="list-style-type: none"> • Can use ICT effectively to support learning
Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training and identify own development needs • Committed to ongoing CPD and Professional development 	<ul style="list-style-type: none"> • Have attended Inset on aspects of the curriculum; literacy/numeracy/SEN/early years/behaviour management/training and learning
Attributes and Attitudes	<ul style="list-style-type: none"> • Flexible approach and positive attitude towards work • Punctual and reliable • Ability to adapt to changes in the workplace 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application 	
Safeguarding	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to form and maintain appropriate relationships and personal boundaries with students 	

The post holder will be required to have a current enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.