



Job Title: Learning Support Assistant (LSA)

Grade: Grade 3

Purpose of Job:

Under the direction of SENCo/teaching staff, to assist with the care of individual or groups of students, to support their learning and development and ensure their safety.

Specific Responsibilities:

- To promote and support inclusion of all students in the learning activities in which they are involved.
- Plan, deliver and assess small group or one to one interventions as directed by SENCo or teachers.
- Communicate effectively with parents and carers of students you will be supporting.
- Provide clerical and administrative support.
- Attend regular meetings with other departments eg morning briefings.
- Occasionally attend meetings after school hours eg twilight sessions.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance management as required.
- Assist with the supervision of students out of lesson times eg during lunchtimes.
- Undertake structured and agreed learning activities/teaching programmes.
- Create and maintain an attractive, purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- To attend to the educational, personal and social needs of students and any other requirements depending on an individual student's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
- Under agreed school procedures, assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.
- To assist teachers with educational activities to support students' learning and development.
- To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks, to help to make these part of the learning experience
- To assist with record-keeping on students as required, including information on student progress.
- To assist the class teacher in delivering provision plans and target setting as required.
- Provide occasional cover for teaching staff in emergency situations.
- Provide verbal and written feedback and review for teachers and outside agencies as required.

Support for the school

- To work effectively with colleagues as part of a team; always working within the school's policies and procedures.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Head Teacher/SENCo.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher/SENCo.
- Please note part of the working hours includes a 20-minute lunch duty each day.

Other Information:

Kingsbridge Educational Trust and schools are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to always behave appropriately towards children and vulnerable adults, both in work and in their personal lives. All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.

	Person Specification	Essential	Desirable	A/C/I/R
Qualifications	Educated to GCSE level Grade 4 or above or equivalent in English and Maths	*		A/C
	NVQ Level 2 in relevant subject		*	A/C
Experience	Previous experience of working with children in an educational setting	*		A/I
	Experience of Learning Support assistant role	*		A/I
	Experience of working in a secondary/upper school setting and supporting children with communication and interaction needs and/or social, emotional and mental health needs.		*	A/I
Knowledge	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	*		A/I/R
Skills and Abilities	Understanding the needs of children in an educational setting	*		A/I/R
	Basic IT skills	*		A/I/R
	Knowledge of how children learn		*	A/I/R
	Ability to use technology to track and review student progress		*	A/I/R
	Ability to work collaboratively with others	*		A/I/R
	Willingness to undertake training as required to support students/school needs	*		A/I/R
	Current first aid qualification or willingness to train		*	A/I
	Up to date or relevant CPD to working with young people with special educational needs and disabilities		*	A/I/R
Personal Attributes	Ability to relate well to children, parents, teaching staff and other colleagues.	*		A/I/R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	*		A/I/R
	Willingness to be flexible, punctual and reliable	*		A/I/R
	Commitment to equality principles	*		A/I/R

A - Application form. **C** – Certificates. **I** – Interview. **R** - References