



JOB DESCRIPTION

Job Title: Learning Support Assistant

Accountable To: SENDCo

JOB PURPOSE

The Learning Support Assistant (LSA) will provide support to meet the needs of students who need help to overcome barriers to learning, providing support to students to complete agreed programmes of work to individuals/groups of students both in and out of lessons including those students with an Education Health Care Plan (EHCP)

KEY RESULT AREAS

- Support students with their learning including working with individuals, small groups and/or classes modifying and adapting activities to advance students' learning as necessary within agreed systems of supervision.
- Work collaboratively with staff and other relevant professionals and provide information about students as appropriate.
- Use teaching materials to differentiate lessons/work as appropriate within an agreed system of supervision.
- Implement strategies to support students in their social development and their emotional well-being, dealing with and following relevant policies and procedures.
- Provide support to students as required both in lessons and on a one-to-one or small groups basis.
- Provide specialist support to students with SEND including students with an EHCP ensuring the support requirements identified in the plan are met.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Establish and maintain relationships with parent/carers and other professionals.
- Implement support plans for students including EHCPs and IEPs, including attendance, and contribute to review meetings.
- Support the role of parents/carers in students' learning and contribute to meetings to provide feedback and specialist advice/knowledge e.g., student progress.
- Assist with the supervision of students outside of lesson times including undertaking a lunch duty.

- Promote the development, and support the running, of lunchtime, and after school homework, enrichment and booster sessions, activity clubs or breakfast clubs.
- Accompany and supervise students on educational visits and out of school activities as required.
- Contribute to the arrangements to Examination Access.
- Participate in the emergency first aid rota in school (appropriate training will be arranged).
- Undertake any other duties commensurate with the grade and nature of the role.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of TCAT and Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.