



Learning Support Assistant

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Band 4 S13 (£25,492 per annum, for 42.9 weeks a year, including Inner London Allowance)
School:	Haberdashers' Borough Academy
Location:	94b Southwark Bridge Road, London SE1 0EX
Hours per week:	35
Accountable to:	SENDCo / Deputy SENDCo

Job Purpose

We are seeking a dedicated Learning Support Assistant (LSA) to join our Academy and support students with a range of learning difficulties and disabilities.

In this role, you will work closely with teaching staff to support high-quality teaching and learning in the classroom, through small-group work, and via 1:1 interventions. You will assist pupils in accessing the curriculum, support positive behaviour, and promote inclusive educational practices.

Learning Support Assistants play a vital role in the education and development of our pupils and are expected to demonstrate the same level of professionalism, commitment, and dedication as teaching staff. You will work under the guidance of the SENCO and contribute to creating a safe, supportive, and inclusive learning environment.

Key Responsibilities of Role

Teaching and Learning

- Support the education and social development of pupils under the direction and guidance of the SENCO and class teachers
- Provide support for named pupils to enable them to be fully included and make expected progress
- Establish productive working relationships with pupils, act as a role model and set high expectations
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Support pupils consistently whilst recognising and responding to their individual needs and at the same time promote the inclusion of all pupils
- Employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement

- Liaise effectively with teachers, other support staff, health and education specialists, parents, visitors and volunteers
- Work effectively with class teachers on lesson planning and differentiation • Administer and assess routine tests and invigilate exams/tests
- Use detailed knowledge and specialist skills to support pupils learning

Administrative duties

- Responsible for keeping and updating records as agreed with the SENCO and class teacher
- Prepare and maintain general and specialist equipment and resources Undertake other duties from time to time as the Principal requires

Standards and Quality Assurance

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high professional standards i.e. business dress, punctuality and attendance
- Attend team and staff meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Accompany staff and pupils on visits, trips and out of school activities as required
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Be prepared to work cross-phase as necessary

General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team
- To support the positive behaviour for learning policies in lessons
- To be fully committed to the departmental and Academy enrichment activities programme
- To possess good ICT skills and use these as a core tool in \all teaching

- To provide accurate information for parents as directed by the Academy and to attend parents' evenings and other presentation meetings as directed
- To demonstrate a good knowledge of a wide range of teaching methods and to implement these in the classroom
- To promote equal opportunities in the Academy and support the wider Trust EDI (Equality, Diversity & Inclusion) policy
- To actively promote the aims and ethos of the Trust
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies

Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education & Qualifications	<ul style="list-style-type: none"> Well qualified graduate in relevant discipline NVQ 3 or equivalent in teaching assistance or equivalent experience Excellent numeracy and literacy skills – GCSE Grade C (or NVQ 2 equivalent) or better in Maths and English to be able to appropriately support students in their learning 	<ul style="list-style-type: none"> First Aid training in specific medical procedures Fluency in another European language Training in the area of literacy/numeracy and/or in a particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, Maths, English 	<p>A,I, R, AS</p> <p>A,I, R, AS</p> <p>A,I, R, AS</p>
Knowledge & Experience	<ul style="list-style-type: none"> Ability to plan effective actions for pupils at risk of underachieving Ability to deliver whole class learning on a short-term basis to release teacher for PPA Undertake comprehensive assessment of pupils with SEN 	<ul style="list-style-type: none"> An interest in working within a Multi-Academy Trust setting Specialist skills/training in curriculum or learning area e.g. ASD Experience of working with children of relevant age is advantageous 	<p>A,I, R, AS</p> <p>A,I, R, AS</p> <p>A,I, R, AS</p>
Personal Qualities	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them Belief in equality and opportunity for all, ensuring that all staff feel included and listened to Ability to establish and articulate a clear vision in an engaging way Determination and resilience High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully Commitment to collaborative working High expectations of achievement, conduct and behaviour and a willingness to 		<p>A,I, R, AS</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p> <p>A, I, AS, R</p>

	<p>address situations where these fall short</p> <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 		A, I, AS, R
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Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'