



## EDWARDS HALL PRIMARY SCHOOL

### LSA (SEND) Job Description

<b>Job Title</b>	Learning Support Assistant (SEND)
<b>Grade</b>	Level 4 (pt 6-7)
<b>Reports to</b>	Class teacher, Inclusion Leader, Headteacher
<b>Liaison with</b>	Teaching staff, Support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to assist pupils with individual needs including autistic spectrum condition and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	Working with identified individuals 1:1 or within small groups of children under the direction of teaching staff. Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li> <li>• Establish positive relationships with pupils supported</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of IT in the classroom and develop pupils' competence and independence in its use</li> <li>• To attend to pupils' personal needs including help with social, welfare, care and health matters</li> <li>• Attend to physical needs of pupils e.g. toileting</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required</li> <li>• Assist with the development and implementation of ISPs and EHC Plans</li> <li>• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher</li> <li>• Assist the teacher and other staff in the implementation of care programmes</li> </ul>

	<ul style="list-style-type: none"> <li>● To support learning by selecting appropriate resources/methods to facilitate agreed learning activities</li> <li>● To assist with the preparation, maintenance of materials and resources</li> <li>● Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li> <li>● To assist with the display and presentation of pupils' work</li> <li>● To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>● To assist with escorting pupils on educational visits</li> <li>● To assist pupils during activities e.g. swimming, PE</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● To understand and apply school policies in relation to health, safety and welfare</li> <li>● Attend relevant training and take responsibility for own development</li> <li>● Attend relevant school meetings as required</li> <li>● To respect confidentiality at all times</li> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## LSA (SEND) Personal Specification

<b>Knowledge/Experience</b>	D- desirable E- essential	
Knowledge of child development	D	Application form – references – interview
Basic knowledge of primary curriculum requirements and their implementation in a classroom.	E	Application form – references – interview
Experience of working within a school setting	E	Application form – references – interview
An awareness of health and safety and hygiene	E	Application form – references - interview
A knowledge of ASC	E	Application form - interview
Successful and recent experience of working with children with individual and complex needs: ASC, Sensory needs, Communication & Language needs	D	Application form- references - interview
Experience of the supporting individual learning targets and supporting with the review process, planning activities to meet these	E	Application form – references- interview
Experience of differentiating learning to ensure that personalised outcomes are met	E	Application form - interview
<b>Qualifications</b>		
Literacy and Numeracy (GCSE Level C+ or equivalent)	E	Application form
Specialist training /qualification in particular/specialised special needs area - ASC	E	Application form - interview
<b>Skills</b>		
Experience working with young children with SEND	E	Application form – references
Physical fitness appropriate to the tasks in the job description	E	Application form – references - interview
Ability to follow instructions and communicate effectively with all members of the school community including parents	E	Application form – references
Be able to observe, question, assess and record each child's progress, with the support of the class teacher	E	Application form – references - interview

Patience and an ability to work towards deadlines even under pressure	E	Application form – references
An ability to respond calmly to emergencies.	E	Application form – references
<b>Personal Qualities</b>		
Effective time management	E	Application form – references
Motivate, inspire and have high expectations of pupils	E	Application form – references
Ability to adapt quickly and effectively to changing circumstances/situations	E	Application form – references
Be able to display total confidentiality, honesty, integrity and reliability	E	Application form – references - interview
Ability to use initiative to deal with challenges that the job can present	E	Application form – references - interview
A willingness to be helpful and support staff and school in practical ways	E	Application form – references
Work effectively as part of a team and contribute to group thinking, planning etc.	E	Application form – references
Demonstrate excellent communication skills with adults and children, verbally and in writing	E	Application form – references
Willingness to attend to physical needs of pupils e.g. toileting	E	Application form – references
Awareness of, and commitment to, equalities issues	E	Application form – references
A sense of humour and affable nature	E	Application form – references - interview
Be prepared to develop and learn in the role and a willingness to undertake training	E	Application form – interview
Willingness to work flexible hours if required	E	Application form – interview