

## **Learning Support Assistant Job Description**

### **Line Manager:**

- Special Educational Needs Co-ordinator.

### **Liaison with:**

- SENCo, Principal, Class teacher, Vice Principal, other support staff, outside agencies e.g. Speech and Language Therapists, Educational Psychologists etc.

### **Job Purpose:**

- To work under the instruction and guidance of the teacher and senior leaders to undertake work, care and support programmes, to enable access to learning for the pupil.

### **Duties:**

- The Learning Support Assistant's (LSA) main role is to provide support for the pupil with an Education, Health and Care Plan (EHCP) or the pupil they have been assigned to. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.
- Duties will include running specific programmes and activities to assist the pupil's individual learning and physical needs. The LSA will be responsible for implementing the targets on the pupils' Education, Health and Care Plan in liaison with the class teacher and SENCo.
- To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the child and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc...
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To be involved, as required, in the planning and preparation of the day-to-day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

- To provide personal care support. For example; going to the toilet, eating and drinking (where appropriate).
- To have regard for the safety, medical status and emotional wellbeing of the pupil under supervision at all times.
- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings, as required, with the SENCO and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes to promote learning ,behaviour and communication skills.
- To provide regular verbal feedback to the class teacher, SENCo and relevant outside agencies about the pupil's progress.
- To contribute to the pupil's annual review by either writing a brief report or attending the meeting.
- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Essex County Council.
- To carry out duties as directed by the SENCo or Principal.

**General:**

- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant Academy meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification or learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health and safety in the work place.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

*The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal or School Business Manager to carry out appropriate duties within the context of the job, skills and grade.*

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all its staff and volunteers to share this commitment.**

## Learning Support Assistant (specific) – Person Specification

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| Qualifications and Experience | <ul style="list-style-type: none"> <li>• Specific qualifications and experience relating to the role</li> </ul>   | <ul style="list-style-type: none"> <li>• Successful experience of working with children in a school/early years environment</li> <li>• Good reading and writing skills</li> <li>• Good numeracy skills</li> <li>• Knowledge of basic IT to support learning</li> </ul>   |
| Communication                 | <ul style="list-style-type: none"> <li>• Written</li> <li>• Verbal</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to write basic reports</li> <li>• Ability to use clear language to communicate information and the ability to listen effectively</li> <li>• Consult with children and their families and carers and other adults</li> </ul>   |
| Working with children         | <ul style="list-style-type: none"> <li>• Behaviour Management</li> <li>• SEND</li> <li>• Curriculum</li> <li>• Child development</li> <li>• Health and Wellbeing</li> </ul> | <ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy in addition to any specific requirement for individual pupils</li> <li>• Ability to understand and support children with physical difficulties</li> <li>• Good understanding of the Early Years Framework/National Curriculum</li> <li>• Good understanding of the general aspects of child development</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> </ul> |
| Working with others           | <ul style="list-style-type: none"> <li>• Working with partners</li> </ul>   | <ul style="list-style-type: none"> <li>• Understand the role of others working in and with the school</li> <li>• Understand and value</li> </ul>   |

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|------------------|--|---|
|                  | <ul style="list-style-type: none"> <li>• Relationships</li> <li>• Team work</li> </ul>   | <p>the role of parents and cares in supporting the children</p> <ul style="list-style-type: none"> <li>• Ability to establish a rapport, respectful and trusting relationship with children, their families and carers and other adults</li> <li>• Ability to work effectively with a range of adults</li> <li>• Know when, how and with whom to share information</li> </ul> |
| Responsibilities | <ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Time management</li> <li>• Creativity</li> </ul>   | <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to manage own time effectively</li> <li>• Demonstrate creativity and an ability to resolve routine problems independently</li> </ul>  |
| General          | <ul style="list-style-type: none"> <li>• Equality</li> <li>• Health and Safety</li> <li>• Child Protection</li> <li>• Confidentiality and GDPR</li> <li>• CPD</li> </ul> | <ul style="list-style-type: none"> <li>• Awareness and commitment to equality</li> <li>• Basic understanding of Health and Safety</li> <li>• understand and implement child protection procedures</li> <li>• Understand procedures and legislation in relation to confidentiality and GDPR</li> <li>• Be prepared to develop and learn in the role.</li> </ul>                |