

Job Description

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| Title of Post: | Learning Support Assistant |
| Purpose of Job: | <p>To support students by working with them individually, in small groups or in the classroom. To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>To be committed to the safeguarding of all students</p> |
| Responsible to: | SENCO, Assistant SENCO, Senior LSA, Headteacher, Class Teacher, |
| Liaison with | Teaching staff, support staff, Headteacher, students. |
| General Duties: | <ul style="list-style-type: none"> • To build good working relationships with students and staff • To promote an effective learning environment through a positive approach • To respond to requests for information, contribute to student assessment and attend meetings as required • To work independently to deliver literacy, numeracy, and speech & language programmes and to effect special support groups for handwriting and social skills • To liaise with SENCO, LSAs, outside agencies, curriculum areas and primary schools • To support the school by upholding school rules and procedures • To follow school guidelines on health and safety and confidentiality • To a good working knowledge of the range of students with SEN, of the difficulties associated with SEN and the strategies for support. |
| General | <ul style="list-style-type: none"> • To attend relevant school meetings as required • To undertake any training commensurate with the post. • To attend curriculum area meetings • 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. • To support and encourage the school's ethos and values, policies and procedures as agreed by the governing body. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Be responsible and to comply with the school's procedures concerning safeguarding and to make sure that training is accessed. • Have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection and safeguarding procedures and the school's safeguarding policy. • To comply with and actively implement the school's policies regarding Health & Safety, Equal Opportunities, Behaviour Management and GDPR. • To uphold the school's Staff Code of Conduct and policies in of respect Equal Opportunities as well as GDPR. |

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| | The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment by complying with policies and procedures relating to child protection and safeguarding. Any concerns of a safeguarding nature should be reported to the appropriate person to maintain a safe and secure learning environment for all students and staff. |
| Confidentiality | <ul style="list-style-type: none"> Some of the work undertaken within the school is of a highly confidential nature. The post holder must maintain confidentiality at all times. |
| Pension | <ul style="list-style-type: none"> As an employer of the Local Government Pension Scheme, the post holder will be auto enrolled on the Pension Scheme. If you wish to opt out, please contact the HR Department. |

PERSON SPECIFICATION

The following personal qualities are desirable:

- to have good interpersonal skills
- to be willing to work on own initiative whilst remaining an effective team member
- to be efficient and well organised
- to be a problem solver with a positive outlook
- to be flexible and responsive
- to be proactive and manage time effectively
- salary may be enhanced by undertaking break and lunch duties