

## Job description: Learning Support Assistant

<b>Location</b>	Oakbank School
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Term time
<b>Pay range</b>	£15,278 - £16,212 (£17,842 - £18,933 FTE)
<b>Reporting to</b>	SENCO

### Job purpose

To assist and support pupils with special educational and general learning needs.

### Main duties and responsibilities

#### Responsibilities of the post:

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs. The LSA will ensure that the pupils 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 pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Individual Education Plan (IEP) in liaison with the class teachers and the SENCO. Duties will also include the regular update of pupil profiles.

#### Supporting pupils

- To provide learning support for pupils in class or in 1:1 situations.
- To develop knowledge of the particular needs of the children 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 organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- 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.



- To scribe/read or be a prompter for pupils that qualify for access arrangements.

### **Supporting the SENCO**

- 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 with the SENCO to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENCO and, where necessary, relevant outside agencies about any pupil's difficulties and progress.

### **Supporting the School**

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- 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 pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCO or Head Teacher,

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Job title

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
GCSE (or Equivalent) in English and Maths	✓	
Have training in aspects of SEN, i.e. ELSA, dyslexia.		✓
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<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Have experience of working with children with special educational needs in a secondary school setting	✓	
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<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Have knowledge and understanding of the different social, cultural and physical needs of pupils.		✓
Have an interest in how children learn and behave.		✓

Provide appropriate role models of behaviour both in the classroom and around school	✓	
Be productive and show initiative.	✓	
Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.	✓	
Motivate pupils to learn and be sociable	✓	
Assist with the organisation of the learning environment.	✓	
Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.	✓	
Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.	✓	
Be computer literate.		✓
Attend training courses considered appropriate for the post.	✓	
Really care about children, particularly those who find learning and managing their behaviour difficult.	✓	