



Job Description and Person Specification
Learning Support Assistant



JOB DESCRIPTION

Learning Support Assistant

Reporting to:	SENDCo
Salary/Grade:	5
Post Purpose:	Learning Support Assistants will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2
Key relationships:	Teachers, Other classroom support staff, SENDCo, Deputy SENDCo, Outside agencies, e.g. Educational Psychologist.

Main duties and responsibilities

- To provide agreed support to the teacher in the delivery of planned whole class learning activities.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To develop knowledge of the particular needs of the children and seek advice from the SENDCo, 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.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To record relevant information in relation to students including setting SMART targets on the schools' systems.
- To invigilate internal and external tests and examinations under formal conditions.
- To encourage participation in structured and unstructured learning activities.

Optional extra responsibilities not affecting the grade of the post:

- To undertake midday supervision duties.
 - To provide toileting support to pupils as necessary.*
 - To support, as appropriate, in instances where pupils are unwell whilst at the school/college.*
- * these duties only to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken

School Ethos

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school’s corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task, at the discretion of the Headteacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.



PERSON SPECIFICATION
Learning Support Assistant

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post. <p>Level 2 qualifications in maths/numeracy and English/literacy.</p>	<ul style="list-style-type: none">• NVQ 2 in Supporting Teaching and Learning, or equivalent• Have training in aspects of SEND, i.e. ELSA, dyslexia.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Experience of supporting teaching and learning in a formal setting• Have knowledge and understanding of the different social, cultural and physical needs of pupils.• Have knowledge and understanding of special educational needs and disabilities	<ul style="list-style-type: none">• Knowledge of child protection and health and safety procedures.• Worked with children with special educational needs.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• Ability and willingness to undertake professional development.• Good interpersonal skills.• Empathy with children and young people.• Ability to work effectively as part of a team.• Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.• Ability to demonstrate enthusiasm and sensitivity while working with others• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.• Be productive and show initiative.• Be computer literate.	

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