



Job Description and Person Specification
Learning Support Assistant



JOB DESCRIPTION

Learning Support Assistant

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|--------------------------------|---|
| 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 students. |
| 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 students, 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 maintain awareness of safeguarding procedures and report any concerns about a child's welfare immediately to the Designated Safeguarding Lead, in line with the school's safeguarding policy
- To promote and safeguard the welfare of children and young people you are responsible for and come into contact with
- 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 support positive behaviour management strategies, implementing agreed approaches for individual students and contributing to behaviour support plans where appropriate.
- To support the physical, intellectual, emotional and social development of students, including contributing ideas and suggestions to support planning, to meet their development needs.
- To support students' emotional wellbeing and mental health, recognising signs of distress and reporting concerns appropriately
- To help create a nurturing, inclusive environment where all students feel safe and valued
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise digital technology and ICT resources to support student's learning, including assistive technology where appropriate.
- 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 communicate effectively with parents and carers about student progress and wellbeing, as directed by the class teacher or SENDCo
- 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.
- To maintain confidentiality and comply with GDPR and data protection requirements when handling student information

Optional extra responsibilities not affecting the grade of the post:

- To support intervention programmes as directed
- To accompany students on educational visits and residential trips
- To undertake midday supervision duties.
- To provide toileting support to students as necessary.*
- To support, as appropriate, in instances where students 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, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

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: _____



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. • GCSE Grade 4/C or above (or equivalent) in English and Maths, or willingness to work towards these qualifications | <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. • Training or qualification in mental health and wellbeing support (e.g., Mental Health First Aid, ELSA) • Experience using assistive technology or specialist software for SEND students |

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 students • Have knowledge and understanding of special educational needs and disabilities • Understanding of safeguarding and child protection procedures | <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"> • Resilience and ability to remain calm under pressure • Commitment to promoting equality, diversity and inclusion • Flexible and adaptable approach to working • 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 students 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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