



Believe Achieve Succeed

SCHOOL:	THAMESVIEW SCHOOL
JOB TITLE:	LEARNING SUPPORT ASSISTANT
REPORT TO:	ASSISTANT SENCO/SENCO
GRADE:	KR3

Learning support assistants whether employed by the school or LEA should understand their role in relation to pupils with SEN; work collaboratively with the SENCo, teaching staff and staff from external agencies; through opportunities to develop their skills, become increasingly knowledgeable in ways of supporting pupils and help them to maximise their levels of achievement and independence”
(National Standards for Special Educational Needs Co-ordinators, TTA, 1998 p 6)

Purpose: To enhance the learning of students who have a wide range of individual learning needs, by supporting the teaching staff in enabling students to gain independence and participate fully in the curriculum and general life of the school. Being adaptable and having empathy, but also following the school’s Behaviour Management policy.

Duties and Responsibilities:

Support for Students –

- Take direction from the class teacher with regards who to work with and what work to complete, to support students to overcome barriers to learning so that they are able to work independently in the company of other students and across the curriculum
- To support students in a personalised curriculum, using their EHCP, LIFT feedback, or your understanding of varying SEN needs and strategies to overcome barriers to learning.
- To support specifically as a key worker within a specified subject, department or faculty, taking part in consultations on what is or isn’t working for specific children and supply information for EHCP reports.
- To be the co-tutor of a age specific form group within a specified year group
- To be the key worker for a number of specific students to ensure that their views and opinions are listened to, and that these are taken into account in any matters affecting them.

Support for Teachers –

- To develop a mutually supportive relationship with the relevant teaching staff to help students gain access to the curriculum by differentiating instructions and resources
- To use a range of strategies that will assist students to become better learners
- Support learning within the subject area by providing 1:1 catch up work or revision support when directed.

Support for the Curriculum –

- To support the delivery of the Literacy and Numeracy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school, using strategies and differentiated resources to support the acquisition of the curriculum.

Support for the School –

- To work as part of a flexible and supportive team to further the SEN policy and the ethos of the school
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the school and its students
- To attend LSA sessions to develop and disseminate good practice
- To attend other meetings as per the school’s agreed meeting cycle

Miscellaneous:

- To undertake such task as reasonably requested by the Headteacher, or on their behalf, as are appropriate to this job description
- To carry out any other duty in line with the responsibility level of the post under the direction of the SENCO.
- To promote the School's Equal Opportunities policy in carrying out all areas of the post.
- To have due regard to the Health and Safety at Work legislation in carrying out all aspects of the post.

Notes:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.
3. The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	Level 1 or 2 Diploma (or equivalent) with proficient practical skills. Requires knowledge and procedures for supporting and leading learning activities in a specialist area. Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience
EXPERIENCE	Successful relevant experience of working with children
SKILLS AND ABILITIES	Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. <ul style="list-style-type: none"> • Numeracy and literacy skills • Basic IT skills - Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use Implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required. Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible.
KNOWLEDGE	Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality