



## Elmhurst Junior School

### Job Description Learning Support Assistant (LSA)

<b>Reporting to</b>	SENCo and Headteacher
<b>Salary/Grade</b>	Grade 15 (starting point dependent on experience)

<b>Purpose</b>	<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"><li>● To work under the guidance of senior/teaching staff and the SENCo to support the delivery of quality learning and teaching and to help raise the standard of academic and personal achievement of all students. This will include students with a range of needs including learning, mental health, sensory, physical and autism and communication needs</li><li>● To work with pupils who have special educational needs to ensure they engage with the curriculum and work on their specific individual targets/learning goals.</li><li>● To plan, run and review interventions, including outdoor and life skills interventions as directed by the SENCo</li><li>● Ensure Pupil Premium Students and SEND students are a particular focus for classroom support and intervention programmes</li><li>● To develop knowledge of a range of learning support needs and to develop an understanding of the needs that are specific to students at the school</li><li>● Support students with identified needs to make progress in the classroom, in small groups or on a one-to-one basis and operate within the SEND policy framework of the Academy</li><li>● Taking into account the learning support involved, to aid students to learn as effectively as possible both in group situations and on their own by, for example:<ul style="list-style-type: none"><li>➤ assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li><li>➤ clarifying and explaining instructions to help students concentrate on and finish the work set</li><li>➤ ensuring the student is able to use equipment and materials provided</li><li>➤ assisting in areas for development, e.g. language, numeracy, behaviour, social skills, reading, spelling, handwriting/presentation</li><li>➤ helping students to concentrate on and finish work set</li><li>➤ developing appropriate resources to support the students, as directed by the SENCo</li><li>➤ To promote the inclusion and acceptance of all students</li><li>➤ When required assist pupils with intimate care/ toileting needs</li></ul></li></ul>
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<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>● To set challenging and demanding expectations and promote self-esteem, aspiration and independence</li><li>● To provide the necessary pastoral care to enable students to feel secure and well supported</li><li>● To provide feedback to students in relation to progress and achievement under the guidance of the teacher and/or SENCo where necessary</li><li>● Assist teachers (and SENCo and other professionals as appropriate), in the development and planning of a suitable programme of support for students</li><li>● Assist in the monitoring of student responses to learning activities, this will include marking work/activities and accurately recording achievement/outcomes</li><li>● Provide detailed and regular feedback about students' progress to the SENCo and teachers, as directed by the SENCo</li><li>● Participate in the evaluation of the any support programmes, as directed by the SENCo</li><li>● Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage students to take responsibility for their own behaviour</li><li>● Establish constructive relationships with parents/carers</li><li>● Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student need</li><li>● Support the supervision of students in the intervention setting</li><li>● Supporting the use of ICT in learning activities and developing students' competence and independence in its use</li><li>● Carry out other responsibilities appropriate to the grade as agreed with Line Manager or Senior Leadership Team</li></ul>
<b>Supporting Processes</b>	<ul style="list-style-type: none"><li>● Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person</li><li>● Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop</li><li>● Contributing to the overall ethos/work/aims of the Academy</li><li>● Appreciating and supporting the role of other professionals</li><li>● Attending relevant meetings, as required</li><li>● Participating in training and other learning activities and performance development, as required</li><li>● Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required</li><li>● Being flexible to meet the department/students needs</li><li>● Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff</li></ul>



<b>Additional duties and Information</b>	<ul style="list-style-type: none"><li>● Contributing to the overall ethos/work/aims of the Trust, appreciating and supporting the role of other professionals</li><li>● Participating in training and other learning activities and performance development, as required</li><li>● Undertake additional duties commensurate with the grade as directed by your line manager</li><li>● Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation</li><li>● Ensure the aims, priorities and policies of the Trust are adhered to</li><li>● Act as a positive representative of the Trust and its learners in all circumstances and at all times</li><li>● Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress</li><li>● Attending relevant meetings, as required</li><li>● This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust</li></ul>
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**The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people.**

**All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.**



	<b>Essential (E) Desirable (D)</b>
<b>QUALIFICATIONS</b>	
5 GCSEs or equivalent (Grade A*-C) including Maths and English	D
Evidence of a further qualification, professional development, or training	D
A commitment to continuing professional development	E
<b>EXPERIENCE</b>	
Broad range of knowledge within safeguarding, child development and behaviours	E
Experience of working in education or similar environment	D
Good understanding of the education sector	D
Experience of working with a range of partners and stakeholders	D
Experience of writing, contributing, and reviewing of relevant documentation	D
<b>SKILLS</b>	
Excellent verbal and written communication skills	E
Ability to use initiative and prioritise work	E
Strong interpersonal skills	E
Strong IT skills, including MS Office	D
Flexible and adaptable within a fast-paced, changing environment	E
Skilled at working under pressure to meet deadlines	E
<b>PERSONAL QUALITIES</b>	
High professional and personal standards	E
Respect for young people and their needs and passionate about enhancing opportunities	E
Demonstrates resilience, high level of motivation and 'can do' attitude	E
Commitment to maintaining confidentiality at all times	E
Demonstrate experience of building excellent working and professional relationships	D
Good sense of humor	E
Comply with safer recruitment checks including enhanced DBS	E

**PERSON SPECIFICATION**



<b>Signature (employee):</b>	
<b>Date:</b>	
<b>Signature (line manager):</b>	
<b>Date:</b>	