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**Learning Support Assistant (Scale 3)**

**Job Description**

***September 2024***

1. ***INTRODUCTION***

* To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
* Working with individuals or small groups of children under the direction of teaching staff.
* Support students with activities which support literacy and numeracy skills

Reporting to: **Line Manager – Special Educational Needs Co-ordinator (SENDCo)**

Liaising with: **Curriculum Leaders, classroom teachers.**

1. ***RESPONSIBILITIES***

* Establish positive relationships with students supported
* To liaise with parents in the role of keyworker when appropriate
* To act as a keyworker to children with Special Educational Needs
* Support the use of ICT in the classroom and develop students’ competence and independence in its use
* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students’ responses as appropriate
* Promote positive student behaviour in line with school policies and help keep students on task
* Interact with, and support students, according to individual needs and skills
* Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
* Use allocated time as set by SENDCo to complete the ‘*Teacher/LSA planning’* document and Person Centred Plans for the term ahead
* Use directed planning time, to participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
* Monitor and record student activities as appropriate writing records and reports as required
* To support learning by arranging/providing resources for lessons or activities under the direction of the teacher
* To plan, deliver and evaluate the ‘Rapid Plus’ programme to identified students
* Support SENDCo/take responsibility for day-to-day tasks/ key admin
* To attend to students’ personal needs including help with social, welfare, physical and health matters, including minor first aid.
* To assist with the preparation, maintenance and control of stocks of materials and resources
* Liaise with other staff and provide information about students as appropriate
* To assist with escorting students on educational visits
* To understand and apply school policies in relation to health, safety and welfare
* To assist in the preparation of differentiated materials for use in the classroom and in the SEN department
* Attend relevant training and take responsibility for own development
* Attend relevant school meetings as required
* To respect confidentiality at all times
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for Health and Safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

1. ***TRAINING***

* To attend training in identified areas as part of the school’s Performance Management Cycle.

1. ***SCHOOL ETHOS***

* To play a full part in the life of Stour Valley Community School; to support its ethos and to encourage all students and staff to follow this example.
* Actively promote the School’s policies at all times.
* Comply with the School’s Health and Safety Policy at all times.

***To model the professional behaviours at all times,***

***especially under challenging circumstances.***

*The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.*

*Learning Support Assistant - Job description – September 2024*

**PERSON SPECIFICATION – Learning Support Assistant**

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| **Person Specification** | | |
|  | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Qualifications to include English and Maths at GCSE Grade C or equivalent  Successful experience working with children in a school or early years environment |
| **Communication** | Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| **Working with children** | Curriculum | An understanding of the school curriculum  Good knowledge of literacy/numeracy strategies  Knowledge of ICT to support learning |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with partners | Understand the role of others working with students  Understand and value the role of parents and carers in supporting children |
| Behaviour Management | Understand and implement the school’s behaviour management policy |
| Relationships | Ability to establish respectful and trusting relationships with children |
| **Working with others** | Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Time Management | Ability to manage own time effectively |
|  | Equalities | Awareness of and commitment to equality |
| **Responsibilities** | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| **General** | CPD | Be prepared to develop and learn in the role |