

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

Post: Learning Support Assistant

Reporting To: LSA Leader

Grade: Kent Scheme KS4

Purpose:

To support a variety of class teachers in ensuring access to the curriculum for a range of pupils with a particular focus on the full range of additional or special educational needs.

The post-holder will work under the guidance of the Assistant Headteacher for DSEN and Inclusion and LSA Leader to support the inclusive policy of the school in providing support for students who have specific needs requiring adjustment to allow full engagement with their education.

The post-holder must be able to inform, persuade and negotiate with students and provide feedback to other professionals and parents as required. The post-holder must work within the relevant policies, codes of practice and legislation, reporting and concerns to the relevant person.

Main (Core) Duties:

To ensure everyone is a successful learner who makes progress, achieves and enjoys learning by

1. Supporting pupils in accessing specific learning activities to enable pupils' progress towards their targets.
2. Assisting teachers with learning activities, ensuring the health and safety and good behaviour of pupils.
3. Being aware of and supporting differences to ensure all pupils have equal access to opportunities to learn and develop.
4. Undertaking basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher delivering the specific learning programmes set for each child.
5. Working with an individual or small group of students to support students in meeting specific targets and maintaining progress forwards.
6. Creating and producing relevant resources and activities for designated students to engage, motivate and advance their learning.

To encourage everyone to be a confident individual who leads a safe, healthy, economically active life by

1. Having joint responsibility for specific student health and safety including delivery of the Health Care Plan and reporting on medical issues in line with school policy, ensuring that accurate and up-to-date records are maintained at all times
2. Being the liaison for support in respect of specific student involvement in trips and activities, including physical support, compilation of risk assessments and arrangements that will enable a specific student's full participation in all school activities and opportunities.
3. Working in a variety of ways including in-class support, learning domain group work, other classroom based group work or one to one as required.
4. Ensuring additional support meets the needs of students in receipt of pupil premium and catch up programmes.
5. Promoting the self-esteem of students to help them to maximise their own personal and interpersonal skills, which will enable them to communicate effectively.
6. Contributing where appropriate to any multi-disciplinary discussion of the pupil's needs/progress, to contribute to informal reviews and annual reviews.
7. Ensuring students have opportunities to gain self-confidence through supported opportunities including risk taking and independent learning.
8. Taking account of diversity issues to ensure a personalised provision for each student
9. Keeping abreast of educational developments and opportunities, e.g. by using the internet and reading the newsletters, etc.
10. Being aware of the responsibilities for safeguarding students in their learning environment; understanding the need for security and confidentiality (reporting all concerns to an appropriate person to ensure the wellbeing of all students).
11. Providing administrative support as reasonably requested by the Inclusion Leader.

To support everyone being a responsible citizen who makes a positive contribution to the school and wider community by

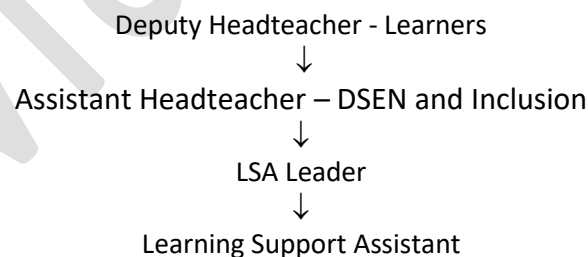
1. Encouraging students to engage in out-of-school-hours motivational learning opportunities.
2. Working closely with the Learning Support Team within the Learning Domain.
3. Contributing to the overall work/aims of the school and appreciating and supporting the role of colleagues and other professionals to enable the school to fulfil its development plans, etc.
4. Acting as a positive role model for students, supporting positive relations between staff and students.

5. Running clubs and drop-in sessions for students and their parents or carers which may need to be located at outreach venues.
6. Taking responsibility for own professional learning, reflecting on personal practice, having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
7. Actively engaging in the annual Appraisal Process for staff by identifying targets and personal development to benefit the role
8. Working collaboratively with colleagues and attending relevant department meetings and sharing good practice with colleagues.
9. Demonstrating good practice with regard to attendance, appearance, punctuality, and behaviours in dealings with staff, students, visitors and all who use the school facilities
10. Being able to assess how your work contributes to the whole school picture.
11. To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:



Agreed by:

Postholder: _____

Date: _____

Print Name: _____

Headteacher: _____

Date: _____

Person Specification

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| Qualifications | <ul style="list-style-type: none"> • GCSE in English and Maths at a minimum of a Grade C – or equivalent |
| Experience | <ul style="list-style-type: none"> • Working effectively with young people in education or another related area • Working with the public and dealing with confidential issues • Working in an educational environment or setting |
| Skills and Abilities | <ul style="list-style-type: none"> • Ability to motivate young people by establishing empathetic and supportive relationships • Ability to demonstrate a positive and enthusiastic approach • Ability to organise and prioritise workload to achieve deadlines • Good communication and interpersonal skills • Being friendly and welcoming at all times to students, staff, parents and visitors • Ability to effectively use ICT and other specialist equipment/resources. • Ability to work under pressure and work efficiently to meet deadlines • Ability to work effectively in a team but also take initiative and work independently where required • Ability to work confidentially • Display commitment to the protection and safeguarding of students |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of the principles involved in giving advice and guidance to young people • Knowledge of a range of applications and software commonly used in schools including SIMs • Understanding of Child Protection procedures • Awareness of Data Protection and confidentiality issues |
| Behaviours | <p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> • We achieve the best outcomes when all staff work together in a supportive collaborative environment • High expectations in all aspects of our work • Staff and students can ‘enjoy the journey’ <p>In addition, we expect the following</p> <ul style="list-style-type: none"> • A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students • Flexibility to work as required to achieve the best outcomes for students • Integrity and professional pride to do the job properly • Rigorous, consistent and logical approach to ensuring all procedures and policies are followed • Good sense of humour and ability to relate to colleagues, parents and students |