**Trinity School, Sevenoaks**

**Learning Support Assistant – Job Description & Person Specification**

Job Title: Learning Support Assistant

Responsible to: Assistant SENCO

Location: Seal Hollow Road, Sevenoaks Kent TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**RESPONSIBILITIES:** To work as a member of the LSA team to support individual and small groups of SEN pupils with delivering additional interventions and providing in-class support for learning.

Main duties:

**Supporting and extending SEN pupils’ learning**

* Support pupils’ learning across the curriculum, tailoring support to match learners’ needs
* Support pupils in learning how to learn and to develop their thinking skills
* Support pupils to become independent, cooperative and collaborative learners
* Support pupils’ access to learning through the effective use of ICT
* Contribute to assessing pupils’ progress, and support them in reviewing their own learning
* Identify and remove barriers to pupils’ learning and make reasonable adjustments

# Meeting pupils’ wider well-being needs

* Support the emotional well-being and mental health of a diversity of SEN pupils
* Enhance SEN pupils’ social and personal development
* Contribute to the management of SEN pupils’ behaviour
* Support the delivery of additional interventions for improving pupils’ well-being
* Support pupils with SEN and/or disabilities to access extra-curricular activities

# Providing pastoral support

* Promote SEN pupils’ resilience
* Safeguard the welfare of SEN pupils
* Support the transition and transfer of SEN pupils
* Act as a ‘champion’ and advocate for pupils with SEN and disability

# Supporting the wider work of the school

* Contribute to maintaining pupils’ records
* Support the running of after-school clubs for pupils
* Escort and supervise SEN pupils on educational visits and out-of-school activities
* Contribute to, and support, the review of EHC plans
* Liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils’ learning and well-being
* Supervision during lunchtimes and breaks as required.
* Any other reasonable duties, including administration duties, required by the Line Manager.

*This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Line Manager and following consultation with you.*

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Good basic education to GCSE level grade C or 4 in literacy and numeracy, or the equivalent. | Level 3 NVQ or equivalent Certificate or Diploma in Childcare and Education. |
| **Experience** | Working with children, perhaps as a parent or voluntary worker (eg as a Brownie or Cub leader). | Being a paid worker in play schemes, midday supervision, after school clubs or similar.  Previous teaching assistant experience is preferred. |
| **Knowledge and understanding** | Safeguarding children  The needs of children;  Child development and the ways in which children learn;  The roles played by various adults in a child’s education;  Questions related to equal opportunities. |  |
| **Skills** | The LSA will be able to:  Help professional staff to achieve their objectives;  Assist children on an individual basis, but also work as a member of a team;  Explain tasks simply and clearly;  Supervise and control children, and adhere to defined standards;  Accept and respond to authority and supervision;  Work with guidance, but under limited supervision;  Liaise and communicate effectively with others;  Demonstrate good organisational skills;  Get involved in professional development, and attend courses;  Display work effectively, and make and maintain basic teaching resources. | In addition, the LSA might also be able to:  Monitor, record and make basic assessments about individual progress;  Suggest alternative ways of helping children if they are unable to understand;  Describe, in simple terms, the process of behaviour management with children;  Identify gaps in their own experience that they need help in filling;  Demonstrate the ability to learn and adapt from past experience. |
| **Personal characteristics** | Calm  Confidential  Empathy  Enthusiasm  Flexible  Initiative  Commitment to Vision & Values of Trinity |  |

**Signed………………………………………… Date………………………………………**

**Employee**