



## **Job Description** **Lower School Specialist LSA**

**Reports to:** Lower School Teacher

**Location:** West Heath School – Sevenoaks

**Hours:** Term time only (39 weeks) Monday-Friday 8.30-3.30

### **Main Purpose of the role:**

To aid the teaching and learning of Lower School pupils (KS2 & 3), and to support the class teacher with the day to day running of the classroom. This can include, setting up for lessons, preparing resources and, on occasion, leading lessons.

### **Main Duties and Responsibilities**

- Assisting the teacher with the preparation of lessons and resources
- Leading lessons, on occasion, and supporting with the learning process
- Creating a positive nurturing and learning environment
- Collaborating in the planning process with the lead teacher
- Participating in break time and lunch time duties
- 1:1 reading with pupils daily
- Supporting 1:1 needs within the class
- Ensuring the emotional wellbeing of learners within the class
- Communicating with internal and external professionals regarding the needs and progress of the learners

### **Health and Safety:**

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies

### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

**Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

**General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by Key Stage 2 Teacher/Head of Lower School
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

**Qualifications and experience required for this role:**

See - Person Specification

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	GCSE English, Maths and Science at C+	Degree in relevant subject	Certificates Application form
2. Experience	2 years+ working with young people	Experience working in a primary environment. Experience working in an SEND environment.	Application form Interview
3. Knowledge and skills	Excellent numeracy and literacy skills. To be able to work as part of a team, displaying flexibility and being able to prioritise as needed. Good organisation and personal management skills. ICT competent	Good knowledge of learning and teaching strategies and styles.	Application form Interview questions Presentation
4. Competence	Able to prepare equipment and materials for lessons. Able to work 1:1 effectively with young people	Able to collaboratively prepare lessons	Interview questions Presentation
5. Personal Qualities	Commitment to safeguarding children and young people. Organised and efficient, able to work independently. Able to keep calm and professional at all times. Reliable and punctual, able to work to deadlines.	Confident, and looking to build upon their expertise in line with the expansion of Key Stage 2.	Interview questions Presentation
6. Other	Full Driving Licence & access to own vehicle		Document verification