



HIGHWORTH GRAMMAR SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Learning Support Assistant (1:1 Support)
Grade:	Kent Range 4
Employed For:	35 hours per week; 39 weeks per year (term time only plus Staff Development Days)
Hours of Work:	8.15am-3.45pm with half hour unpaid lunch break
Responsible To:	Assistant to the SENDCO
Purpose:	To work with teachers as part of a professional team to support teaching and learning for SEND pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

Key Duties & Responsibilities:

- Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- Update pupil records.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Undertake moving and handling activities as required.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher

as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.
- To maintain qualified First Aider training and respond to first aid situations in accordance with school policy and procedure and be part of a team providing 'on-call' first aid support throughout the school.
- Comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Performance Development:

- All Associate Staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

PERSON SPECIFICATION – LSA (1:1)

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">● Knowledge and skills equivalent to national qualifications Level 2 (GCSE grades A*-C)● Qualified First Aid certificate or be willing to undertake training
EXPERIENCE	<ul style="list-style-type: none">● Previous experience of working with SEND students and families in the public, private or voluntary sector
SKILLS AND ABILITIES	<ul style="list-style-type: none">● Numeracy and literacy skills● Basic IT Skills● Specialist training such as Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc. or willing to undertake training● Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.● Good influencing skills to encourage pupils to interact with others and be socially responsible● Good interpersonal and excellent communication, listening and observation skills● Ability to deal with difficult/sensitive situations● Ability to manage confidential information● Organisational abilities and accurate record-keeping skills.● Ability to work without immediate supervisions within the boundaries of the role● Flexibility to meet student needs● Willingness to undertake any additional training as required to meet student needs
KNOWLEDGE	<ul style="list-style-type: none">● Sound knowledge and understanding of child growth and development● Knowledge of barriers to learning● Requires knowledge and procedures for supporting and leading learning activities● Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality