**Deal Parochial C.E.P. School Job Description**

Learning Support Assistant (LSA)

Kent Range 3

Part Time 28.75hrs (Term Time only)

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| **JOB PURPOSE** |
| The LSA’s main role is to provide support for the pupil with a personal provision plan. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and that the pupil continues to make progress.  |

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| **Designation of post within management structure** |
| Responsible to the class teacher , SENCO & Head teacher |

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| **Main Duties and Responsibilities*** To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups in order that they make good progress.
* To develop knowledge of the particular needs of the child and seek advice from SENCO, class teacher and outside agencies as required.
* To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
* To facilitate communication and access using a range of communication modes and strategies as appropriate.
* To advise teaching and other staff on appropriate communication strategies.
* To continue to develop a range of communication skills and strategies.
* To gather the voice of the child.
* To make or modify resources as suggested and advised by the SENCO, STLS, Educational Psychologist or other outside agencies.
* To be involved in the planning and preparation of the day to day class activities.
* To organise and maintain an inclusive learning environment both in the classroom and outside.
* To be fully aware of the pupils’ strengths, difficulties and barriers to learning**;**
* To support the pupil in the playground, being mindful of their health and safety in relation to their condition, and encouraging safe interactive play.
* Motivate and encourage the pupil to have a go at activities they may be unsure of.
* Provide positive reinforcements, praise and rewards.
* Facilitate inclusion in small group activities with peers and support interaction between them.
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
* Provide support and facilitate interaction with peers in the classroom and around school.
* To be responsible for implementing the targets on the pupils’ SEN provision plan in liaison with the class teacher and SENCO. To keep running records/evidence of work towards the targets.
* To run specific programmes and activities to assist the pupil’s individual learning and social needs.
* To liaise effectively with the SENCO, Head Teacher, Class teacher and other support staff, outside agencies e.g. Speech and Language Therapists, Educational Psychologists etc.
* To attend and input in to all provisional review meetings.
* Promote positive pupil behaviour in line with school policies and help keep pupil/s on task;
* To comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
* To contribute to the overall aims and targets of the school, support the roles of other members of staff and attend relevant meetings as required.
* To be aware of and take part in the school’s annual appraisal cycle and participate in training and development activities as required.
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**PERSON SPECIFICATION**

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| **Learning Support Assistant** (1:1 with pupil in receipt of High Needs Funding/EHCP)The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria. |
| **CRITERIA** |
| **QUALIFICATIONS*** C grade or equivalent in English and Maths GCSE.
* NVQ 3 – Child care / development studies.
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| **EXPERIENCE*** Successful relevant experience of working with children of relevant age within a learning environment.
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| **SKILLS AND ABILITIES*** Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
* A mature and sensitive manner and excellent interpersonal skills.
* Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing
* circumstance/situations.
* An ability to work confidentially, efficiently and on own initiative.
* Be able to work as part of a team and to be flexible in their approach to daily routine.
* Be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
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| **KNOWLEDGE -** Desirable* Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g. additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also, detailed understanding of how pupils of relevant age group(s) and ability learn; relevant learning strategies and methods.
* Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
* Hold a Learning Support qualification at NVQ Level 2 or above (or equivalent) plus knowledge acquired through training and experience to level of professional standards specified.
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Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………………