**St John’s Catholic Comprehensive School**



**Job Description**

|  |  |  |
| --- | --- | --- |
| Post Holder |  | |
| Role Profile | Visual Impairment Learning Support Assistant (LSA) | |
| Reports to | SENCO | |
| Grade | Kent Range 3 | |
| Job Purpose | The role of the learning support assistant is to enable students to overcome barriers to effective learning and full inclusion by providing additional and different support.  To support individual visually impaired students to achieve their full academic potential. | |
| Core Duties | * To be deployed as directed by the SENCO. * To actively contribute to the provision of an additional and different school experience for students identified as experiencing special educational needs. * To understand the specific needs of our visually impaired students and to support these students on a one to one basis. * To liaise with teaching staff and the Examinations Officer to request classroom and examination work; taking responsibility to modify the work and examination papers to meet the individual needs of our visually impaired students. * To support the identification of special educational needs within the school community. * To liaise with parents, colleagues and students in a professional manner; ensuring that activities pursued are appropriate, consistent and focused so that they achieve agreed outcomes. * To help students develop independent learning skills and self-management strategies * To monitor the impact of interventions; providing regular observations and data to the SENCO. * To deliver high quality, structured one to one and small group interventions. * To maintain effective records of activities and student progress. * To contribute to the review and monitoring of students. * To enable making explicit connections between learning in various contexts for students; nurturing of transferable skills and knowledge. * To act as a role model for the young people within the community. * To understand and implement the school’s safeguarding policies. * To attend meetings and training within contracted hours. * To maintain discretion and confidentiality. * To support with student assessments and examinations as directed. * To contribute to the effectiveness of all whole school policies. * To uphold the Catholic ethos of the school. | |
| Knowledge and skills | * Experience of working with young people. * Educated to GCSE or equivalent level, e.g.; 5+ A\* to C grades at GCSE, including English and maths. * Strong communication, literacy and numeracy skills. * Proven track record and confidence in using technology. * Understanding of students’ developmental stages and learning styles to apply to raising attainment and behaviour management. * Ability to work flexibly in various roles and as part of a team. * Ability to manage conflict and anxiety. * Understanding of strategies to reduce the impact of obstacles that prevent students and young people accessing all aspects of school life. | |
| Personal Qualities | * Flexible * Self-confident * Positive * Shows empathy * Team worker * Calm * Organised * Efficient | * Diplomatic * Discreet * Creative * Adaptable * Proactive * Honest * Reliable * Outcome focused |
| Notes | * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. * Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job profile. | |

December 2023