



JOB DESCRIPTION

Job Title: Learning Support Assistant (LSA) 2
(Curriculum/Resource/Technical Support Worker)

Grade: LSA2 14-17

Responsible to: Working under the instruction/guidance of Teaching Staff and/or Leadership Level Support staff.

Job Purpose:

To work under the direct/instruction of Teaching Staff or appropriate Leadership Support Staff, to provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment

Key Responsibilities:

- Supporting Teaching and learning in the School
- Caring for the welfare of pupils in school
- Communication across campus
- Organising equipment and resources
- Assisting with trips and transporting pupils
- Assisting with behaviour management of pupils
- Assisting with administrative duties
- Upholding Barnardo's Basis and Values

Key Activities:

Support for pupils

- Support for pupils in accessing learning activities as directed by the teacher.
- Participating in pupil review procedures as appropriate and as required.
- Helping individual pupils who need advice or someone to talk to – responding to their physical and emotional day to day needs.
- Acting as a key person for an individual or a number of young people as agreed.
- Accompanying groups/escorting individuals on educational activities off campus, and when required assisting in transporting young people between school and home.

**Support for the Teacher**

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as instructed.
- Undertake basic record keeping as required.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- Provide clerical/administrative support e.g. photocopying, printing, display, collection and recording of money etc.
- Provide support to teachers by monitoring pupils who are out of class without permission and helping to resolve their difficulties.
- Assisting with behaviour management across the campus in the school's chosen method of behaviour management.
- Helping to present displays of work.
- Helping teachers to plan and prepare lessons.
- Helping to deliver the National Curriculum to small groups or individual pupils.

Support for the Curriculum

- Monitor and arrange orderly and secure storage of supplies.
- Maintenance of everyday equipment, including checking for quality and safety.
- Undertake simple repairs and report other damages.
- The operation of every day equipment as instructed.
- Exercising responsibility in use and maintenance of the School's resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Maintain effective communication and promoting professional liaison throughout the school through handover sessions, meetings etc. and with external agencies and parents.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.

**Personal qualities / Professional Development**

- Post holders must participate in the arrangements for supervision, assessment and appraisal of their work and an agreed programme for further training and development.
- Post holders should possess or be working towards an NVQ level 2 or equivalent qualification as well as possessing good literacy and innumeracy skills.
- The ability to relate well with both children and adults is an essential requirement.
- A knowledge of first aid will be required.

Barnardo's

- Ensuring that all aspects of the school's work are encompassed within Barnardo's Basis and Values.
- Understanding and promoting organisational policy in relation to:
 - Behaviour management
 - Safeguarding and protecting Children
 - Health and Safety at work
 - Open Access recording
 - Equal Opportunities
- Any other analogous duties delegated by the Principal through supervisory staff.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.



PERSON SPECIFICATION

All criteria are essential unless indicated as desirable (D).

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Please note:

Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Qualification or experience in the care of young people. (GCSE/NVQ2)
- An understanding of the terms 'emotional and behavioural difficulty' and 'challenging behaviour'.

Experience

- Experience of working with difficult and demanding children.
- Experience of working in a classroom setting – Minimum 1 year
- The potential for successful management of young people.

Skills/Abilities

- Show sensitivity to the young person's needs and be able to motivate them
- Be able to communicate effectively with colleagues and young people.
- Be aware of racial and cultural differences within the class groupings and to be able to work with them.
- Be flexible in approach and willing to adjust
- Readiness to drive school vehicles.

Personal qualities – characteristics, style, interests, attitudes

- A willingness to undertake training.
- Patience; tolerance and stamina to work with disturbed and disturbing young people
- Assertiveness without aggression.
- To be able to work independently and to show initiative in dealing with the challenging behaviour of young people

Circumstances

- Have resilience and stamina both physically and emotionally .Physical ability to undertake physical interventions with young people following training in physical intervention.
- Must abide by Barnardo's No Smoking policy.
- This post is subject to an enhanced disclosure check via the Disclosure and Barring Service.



Managing Diversity

Able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Barnardo's

Barnardo's Basis and Values

Ability to work within Barnardo's basis and values, together with a commitment to and an understanding of equality and diversity