**St John’s Catholic Comprehensive School**



**Job Description**

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| Post Holder |  | |
| Role Profile | 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. | |
| 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 support the identification of special educational needs within the school community. * To liaise with parents, colleagues and students in a professional manner; ensuring that actions 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 to make 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 contribute to the effectiveness of all whole school policies and its Catholic ethos. * To understand and implement the school’s safeguarding policies. * To attend meetings and training within contracted hours. * To maintain discretion and confidentiality. * To assist with assessments as directed. | |
| Knowledge and skills | * Experience of working with young people. * Strong communication, literacy and numeracy skills. * 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 access 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 the line manager to undertake work of a similar level that is not specified in this job profile. | |

June 2021