**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.
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| 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.
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| Personal Qualities | * Flexible
* Self-confident
* Positive
* Shows Empathy
* Team worker
* Calm
* Organised
* Efficient
 | * Diplomatic
* Discreet
* Creative
* Adaptable
* Proactive
* Honest
* Reliable
* Outcome focused
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| 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.
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June 2021