



West Heath School  
Ashgrove Road  
Sevenoaks  
Kent TN13 1SR  
T 01732 460553  
F 01732 456734

Principal & Chief Executive: James Nunn

## **Job Description – Learning Support Assistant (LSA)**

**Reports to:** Learning Support Managers and Vice Principal Teaching & Learning

**Location:** West Heath School – Sevenoaks

**Hours:** Term Time only (39 weeks) Monday-Friday 8.15am-3.30pm (Flexibility required to the nature of the role)

### **Main Purpose of the role:**

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at West Heath School. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

LSA's provide support for students with their social, emotional, behavioural and mental health needs by working as part of a multi-disciplinary team, throughout the school under the management of Line Management and working together alongside the Teacher as relevant.

### **Main Duties and Responsibilities**

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the students whilst they attend the school and any off site provisions
- To be adaptable and think on your feet, always keeping in mind the end goal for the students you are working with
- To support students with their education, providing in-class support and 1:1 environments as directed by the teacher
- Support social interaction between students at social times as guided by your Line Manager
- Support students when they are out of lessons, including those who abscond
- To lead by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable. Always ensure that students receive a fresh start every lesson and every day
- Support teachers to best meet the needs and requirements of the students' education
- To be professional at all times, towards both the students, staff, parents and any visitors.
- Be consistent in your approach and have a firm, yet fair manner
- To be a reflective practitioner, always striving to improve your practice

- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the students
- To be flexible and adaptable depending on the day to day requirements of the school
- Undertake physical intervention 'Team Teach' training and use skills as and when required

#### **Health and Safety:**

- Working safely and hygienically at all times within health and safety guidelines and policies
- To report any health or safety concerns to the appropriate person
- Dress in accordance with the West Heath School Dress Code

#### **Partnership Working:**

- Sustain and develop positive working relationships with all areas of the School
- Implement/monitor and contribute to joint initiatives as required
- Celebrate and share success with students, colleagues and parents/carers

#### **Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

#### **General:**

- To act as an ambassador for West Heath School, representing the school positively at all times at events and meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Learning Support Managers
- Follow West Heath School policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety
- To attend all staff meetings as directed by Line Manager
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

#### **Qualifications and experience required for this role:**

See - Person Specification



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## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	English Maths C or equivalent	NVQ Level 2 or 3 Supporting Teaching & Learning or equivalent	Certificate Application form
2. Experience	Working in a school (or college for 6 <sup>th</sup> form) environment	Working in a SEN/SEMH school	Application form Interview
3. Knowledge and skills	Good standards of written and verbal English  Organised Pro-active	Understanding of SEN & experience of working with students in SEN environment	Application form Interview questions
4. Competence	Professional  Ability to follow procedures/policies  Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Student focused Team player Emotionally robust Resilient Sound communicator Driven Innovative Sense of humour		Interview questions
6. Other	Full Driving License & access to own vehicle	Willing to drive school minibus	Document verification

### Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.