**Trinity School, Sevenoaks**

**Learning Support Assistant – Job Description & Person Specification**

Job Title: Learning Support Assistant

Responsible to: Assistant SENCO

Location: Seal Hollow Road, Sevenoaks Kent TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**RESPONSIBILITIES:**

1. To work as a member of the LSA team supporting students across all subjects in groups and/ or on a one to one basis.
2. Be aware of the likely needs of specified students and anticipate the implication of these needs in a variety of teaching/learning situations.
3. Assisting subject teachers to meet students’ needs which may involve:
   1. Modifying work set to suit the student(s) by simplifying, e.g. the language of books, worksheets etc. or by setting adapted (differentiated) tasks
   2. Working with individuals or groups of students on a planned basis;
   3. Passing on information about the student gathered in other contexts to the subject teacher.
   4. Work with students who have disabilities and or health issues.
4. Supporting subject teachers as a general helper for the whole class thus allowing the subject teacher more flexibility to work with individuals or groups.
5. Ensure the learning environment is clean and ready for the next lesson.
6. Be aware of appropriate resources that are available and bringing them to the attention of the teacher.
7. Act as an extension of the School’s pastoral system by acting as a listening ear and confidante for students.
8. Provide general support for students who are re-integrating into school following prolonged absence /change of school /exclusion.
9. Take advantage of opportunities for in-service training in order to further professional development.
10. Liaise with subject faculty staff to share experiences and observations with colleagues.
11. Enter incidents onto schools Management Information Systems when required.
12. Supervision during lunchtimes and breaks as required.
13. Any other reasonable duties, including administration duties, required by the Line Manager.

*This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Line Manager and following consultation with you.*

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Good basic education to GCSE level grade C or 4 in literacy and numeracy, or the equivalent. | Level 3 NVQ or equivalent Certificate or Diploma in Childcare and Education. |
| **Experience** | Working with children, perhaps as a parent or voluntary worker (eg as a Brownie or Cub leader). | Being a paid worker in play schemes, midday supervision, after school clubs or similar.  Previous teaching assistant experience is preferred. |
| **Knowledge and understanding** | Safeguarding children  The needs of children;  Child development and the ways in which children learn;  The roles played by various adults in a child’s education;  Questions related to equal opportunities. |  |
| **Skills** | The LSA will be able to:  Help professional staff to achieve their objectives;  Assist children on an individual basis, but also work as a member of a team;  Explain tasks simply and clearly;  Supervise and control children, and adhere to defined standards;  Accept and respond to authority and supervision;  Work with guidance, but under limited supervision;  Liaise and communicate effectively with others;  Demonstrate good organisational skills;  Get involved in professional development, and attend courses;  Display work effectively, and make and maintain basic teaching resources. | In addition, the LSA might also be able to:  Monitor, record and make basic assessments about individual progress;  Suggest alternative ways of helping children if they are unable to understand;  Describe, in simple terms, the process of behaviour management with children;  Identify gaps in their own experience that they need help in filling;  Demonstrate the ability to learn and adapt from past experience. |
| **Personal characteristics** | Calm  Confidential  Empathy  Enthusiasm  Flexible  Initiative  Commitment to Vision & Values of Trinity |  |

**Signed………………………………………… Date………………………………………**

**Employee**