

**LEARNING SUPPORT JOB DESCRIPION**

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| **Job Title: Post No: LSA21 Salary/Grade: HC05 equivalent**  **Learning Support Assistant** |
| **Contract type: Full / Part time Fixed-term/permanent/permanent variable**  **Hours of work: 30 hours per week TTO Permanent variable (15 to 30 hours)** |
| **Organisational information:**  **Responsible to:**  SENCo  **Key relationships/Functional links with**:  Students, staff, parents, directors, visitors and external agencies, as necessary. |
| **Main Purpose of Job:**   * Work with class teachers to raise the learning and attainment of students * Promote students’ independence, self-esteem and social inclusion * Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement   *This job description should be read together with the normal professional duties and expectations for staff as set out in the Staff Handbook and policies and the most recent documentation and guidance on safeguarding children.* |

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| The jobholder will be expected to complete the following duties and responsibilities  Teaching and learning   * Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students especially those with special educational needs and disabilities (SEND) * Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities * Use effective behaviour management strategies consistently in line with the school’s policy and procedures * Support the teacher in organising and managing teaching space and resources to help maintain a stimulating and safe learning environment * Observe student performance and pass observations on to the class teacher * Supervise a class if the teacher is temporarily unavailable for a short period of time * Use ICT skills to advance students’ learning   Planning   * Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role * Read and understand lesson plans shared prior to lessons, if available * Help to prepare the classroom for lessons if needed (eg in practical sessions)   Working with colleagues and other relevant professionals   * Communicate effectively with other staff members and students, and with parents and carers under the direction of the teacher * Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals if requested by school, so that informed decision making can take place on intervention and provision * Keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with * Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers * Collaborate and work with colleagues and other relevant professionals within and beyond the school if required * Develop effective professional relationships with colleagues   Whole-school organisation, strategy and development   * Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision * Make a positive contribution to the wider life and ethos of the school   Professional development   * Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with line management, and identifying relevant professional development to improve personal effectiveness * Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school * Take part in the school’s appraisal procedures   Personal and professional conduct   * Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school * Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality * Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community * Respect individual differences and cultural diversity |
| **General information:**  The post holder will be required to comply with organisation’s policies and procedures.  The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business.  The postholder will promote the School’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.  Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they  have safeguarding concerns.  **Safeguarding and equal opportunities**  The successful candidate will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.   * To share the schools’ commitment to safeguarding all learners by completing regular KCSIE training and by following school safeguarding procedures at all times. * To promote equal opportunities at all times * DBS - Disclosure type: enhanced.   Please note that this is not a comprehensive list of all tasks that the postholder will carry out.  **To undertake any other duties at the reasonable request of the Head Teacher.** |