



Job Description: Learning Support Assistant

JOB TITLE: Learning Support Assistant (LSA)

REPORTS TO: SENDCo / Headteacher

SALARY RANGE: H2 (Herts NJC Scale)

1. Purpose of the job

To provide support to teaching staff in the learning and personal development of pupils with complex needs and/or disabilities, to implement agreed programmes of work with the individual pupil to whom you are assigned, in or out of the classroom.

2. Main duties

- To provide care and support for the pupil, to ensure their safety and wellbeing.
- Supporting the pupil to learn as effectively as possible by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, maths, handwriting/presentation etc.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENDCO and other professionals about individual support plans (ISP), contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENDCo
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
 - Supporting differentiation and feedback to class teacher
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor pupil's response to the learning activities, and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- To support the use of IT in learning activities (such as use of Clicker 7)
- To be aware of confidential issues linked to home/pupil/teachers/school
- To assist in the provision of a welcoming, stimulating environment
- To assist in the smooth running of the school
- To be willing to support playground/break time supervision
- To accompany teacher and pupils on educational visits

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

DISCLOSURE AND BARRING SERVICE (DBS)

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-

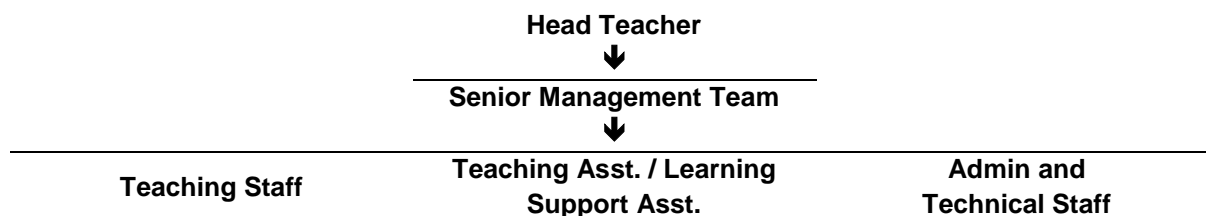
employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

3. ORGANISATION CHART



4. SUPERVISION

The jobholder is managed either by a member of the school's senior management team or by the SENCO. The frequency of meetings is determined by the school's performance management policies and practice. The jobholder has no supervision of staff.

5. JOB CONTEXT

The job is one of a set of Support Staff jobs whose evaluated pay grade is determined by the level of responsibilities.

6. CONTACTS

The jobholder works with the SENCO, teachers and pupils and has occasional contact with parents and carers.

7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills
- Basic knowledge of first aid
- Ability to use modern technology, including photocopier, video recorder and personal computer
- Ability to work in a team
- Willingness to take development opportunities

8. PHYSICAL EFFORT

The job may involve lifting children after falls or accidents.

9. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

It is not always possible to define completely the duties and responsibilities attached to post and some variations may be necessary from time to time

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