

GATEACRE SCHOOL

# JOB DESCRIPTION

**TITLE OF POST:** Learning Support Assistant

**GRADE OF POST:** Grade 2 SCP 3 – 5 (Actual annual salary £19,238 - £19,943)

**ACCOUNTABLE TO:** /SENDCO/Assistant SENCO/Assistant Headteacher (Behaviour and Welfare)

**REPORTS TO:** SENDCO/Assistant SENCO/Assistant Headteacher (Behaviour and Welfare)

**PURPOSE OF JOB:** To support the learning of individuals or small groups of students under the direction of the class teacher

The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the School and in such a manner as to enhance the good reputation of the School.

**Main Activities and Responsibilities:**

1. To assist individual students and groups to complete learning activities to support the teacher’s approach
2. Under the direction of the class teacher, to implement planned learning activities
3. To ensure access to the learning opportunities in the classroom whilst allowing pupils to develop independent learning strategies
4. As required, provide information to the class teacher on monitoring, assessing and recording pupil progress
5. Under the guidance of the class teacher, to provide feedback to pupils in relation to attainment and progress
6. Under the direction of the class teacher, to prepare a range of appropriate resources, to suit individual needs of pupils
7. To liaise with other staff and provide information about pupils as appropriate
8. To encourage students to participate and learn
9. To build appropriate relationships with students
10. To enable students to be included in all aspects of school life
11. To work effectively as part of a multi-disciplinary team
12. To ensure students’ safety at all times, both in and out of the classroom
13. To display pupils work in the classroom and within the school as directed by teaching staff
14. To supervise pupils during break and lunch time as required
15. To be aware of, and adhere to, the school’s policy and procedures
16. To support the establishment and maintenance of positive relationships with parents, carers, support agencies and students
17. To attend extra-curricular meetings within designated working hours
18. To be aware of, and maintain, appropriate confidentiality

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework with examples of the nature of duties that may be expected within this grade.

Any other duties, which may arise during the course of work and as authorised by the Headteacher/SENDCO/Assistant SENCO/Assistant Headteacher (Behaviour and Welfare). Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder. The main duties of this post may be reviewed in the light of experience and development in the post. Any review will be undertaken in conjunction with the post holder.

Hours of employment: 35 hours per week, on a term time basis, which includes a 30 minute unpaid lunch time duty. Out of hours working may be required from time to time and appropriate remuneration or time off in lieu may be provided.

**Health and Safety:** Employees are required to observe the provisions of and adhere to the School's policies. Please note that we operate a non-smoking policy.

**Safeguarding:** All staff have a responsibility to provide a safe environment in which children can learn and, where there is a concern about a child’s welfare should follow the referral processes set out in the schools Safeguarding Policy.

**Date of issue:** June 2022

**Person Specification for the post of LSA**

## Essential Criteria

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| Criteria | Method of Testing |
| Good standard of general education to include competency in numeracy and literacy | Application / Interview |
| Experience of working with young people | Application / Interview |
| Ability to develop effective relationships with students, parents/carers and colleagues | Application/ Interview/ Exercise |
| Ability to demonstrate a knowledge of the issues involved in managing young people effectively | Application/ Interview/ Exercise |
| Good communication skills, both written and verbal | Application / Interview/ Exercise |
| Ability to work on own initiative | Application / Interview/ Exercise |
| Effective time management and personal organisation | Application / Interview/ Exercise |
| Ability to enforce school policies and matters of pupil discipline. | Application / Interview/ Exercise |
| Ability to respect matters of confidentiality | Application / Interview |
| Willingness to undertake applicable training relating to the post. | Application / Interview |
| Approachable, courteous and able to present a positive image of the school at all times. | Application / Interview |
| Ability to work as part of a team, flexible, dependable and loyal. | Application / Interview |
| Ability to demonstrate effective listening skills | Application / Interview/ Exercise |

## Desirable Criteria

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| Criteria | Method of Testing |
| Three grade C or above GCSEs (or equivalent) including Maths and English | Application / Interview |
| Previous experience in the education of pupils with special education needs | Application / Interview |
| Previous experience of working in a school environment. | Application / Interview |
| Good ICT qualification (e.g. ECDL or equivalent) | Application / Interview |
| Evidence of the ability to innovate | Application / Interview |
| Willingness to visit other establishments to obtain best practice. | Application / Interview |