

Job description for Learning Support Assistant

Job Title: Learning Support Assistant (LSA)

Place: GPUTC

Responsible to: Director of Student Support (DSS)

Purpose of Job: To assist and support SEND students and the work of the DSS

Hours: 5 days a week 0845-1645 (term time + 5 days)

Start Date: September 5th 2018 or as soon as possible thereafter

Liaison with: Director of Student Support, Class teachers and other support staff,

Responsibilities of the post:

The Learning Support Assistant's (LSA) main role is to provide support for students with special educational needs. The LSA will ensure that students can integrate as fully as possible in all activities generally undertaken by other students in the class and make progress.

Duties will include running core learning programmes and activities to assist the students' individual learning and social needs. The LSA will be responsible for implementing the targets on the students support plan in liaison with the class teacher and the DSS.

Supporting the Student:-

- To provide learning support for the student in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the student and seek advice from the class teacher and DSS when required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the DSS
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- Motivate and encourage students to 'have a go' at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate small group activities with peers and support interaction between them.
- To attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.
- To co-ordinate the paper work for identified students as directed by the DSS

Supporting the Class Teacher and DSS:-

- To work as part of the team to ensure that the well being and personal development of students enhances their learning opportunities and life skills.
- To attend planning meetings with the DSS and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.

- To provide regular feedback to the class teacher, DSS about students' difficulties and progress.
- To contribute to identified students' annual reviews

Supporting the School:-

- To participate in relevant professional development appropriate for the needs of students.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to student needs but have regard to the safeguarding procedures of the GPUTC.
- To carry out duties as directed by the Director of Student Support