

# Learning Support Assistant – Job Description

## **POST TITLE – Learning Support Assistant**

**Last update: Jun 2019**

### **CORE PURPOSE**

- To support teaching and learning at the GPUTC in order to raise the standard of students' achievements, particularly in literacy and numeracy.
- To work with individuals and small groups of students, inside and outside of the classroom.
- To make appropriate arrangements for students with additional needs.

### **RESPONSIBLE TO**

- Line manager within the Deputy SENCO

### **LIASING WITH**

- Colleagues in the LSA team
- Teaching and Support staff
- Mentors
- Parents/Carers

### **CORE DUTIES**

#### **Support for Students in Lessons:**

- Work with individual students and groups of students, as directed by the class teacher, using a range of strategies to support their learning.
- Establish constructive relationships with students and interact with them in a professional way, according to individual needs.
- Promote the inclusion and acceptance of all members of the school community.
- Encourage students to interact with others in a positive way and to engage constructively in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Contribute to records of students' progress and achievements, as agreed with the class teacher and SENCO.
- Provide feedback on students' use of classroom adaptations and access arrangements.

#### **Support for Teachers**

- Contribute to the class teacher's planning for individuals on the SEN list.
- Provide practical support for class teachers in maintaining a purposeful, orderly and supportive environment for learning.
- Help to track the performance of students with additional needs, providing feedback about these students and contributing to whole school tracking, planning and intervention for SEND students.
- Promote good conduct amongst students, dealing promptly with conflicts and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- Establish and maintain constructive relationships with parents/carers by supporting their role in students' learning, providing constructive feedback on students' progress and achievements and facilitating their support for students' attendance.
- Attend formal meetings during contracted hours to discuss students' progress with parents and other professionals as part of the relevant staff group.
- Administer routine tests and invigilate exams for students with additional needs.

**Support for Students in Interventions:**

- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Track the performance of students in your interventions, providing feedback about these students and contributing to tracking, planning and intervention for SEND students, as directed by the Deputy SENCO.
- Establish and maintain constructive relationships with parents/carers by supporting their role in students' learning, providing constructive feedback on students' progress and achievements during interventions and facilitating their support for students' attendance at such sessions.

**Support for the School**

- Contribute to the overall values and vision of the GPUTC.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of students out of lesson times, specifically two break duties per week.
- Be aware of and at all times comply with the policies and procedures of the GPUTC, particularly in relation to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to student enrichment and extra-curricular opportunities.
- Provide emergency cover to classes on a very occasional basis, when asked to do so by the Senior Leadership Team.
- Support colleagues to ensure the highest standards of conduct are maintained by students at all times, both within and outside of the GPUTC.
- Actively participate in the school's performance management scheme, as specified in school policy, including regular meetings with the line manager, ensuring that performance standards/targets are set and met within the agreed timescales.
- Undertake relevant and appropriate training during contracted hours, as identified and agreed with the line manager.

**Additional duties:**

- To undertake any other duty as specified by the Principal, not mentioned above.
- To comply with the School's Health and Safety Policy including when supporting students in workshops.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager or a member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown above, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.