



## Job Description Learning Support Assistant (Fixed-term for one year)

<b>Post Title:</b>		<b>Learning Support Assistant (LSA)</b>
<b>Purpose:</b>		To support teaching and learning for students with Special Educational Needs.
<b>Reporting to:</b>		SENDCO
<b>Liaising with:</b>		Pupils, teachers, SENDCO, pastoral team, external agencies
<b>Working Time:</b>		32.5 hours per week to be worked Monday to Friday during term-time (including Inset days).
<b>Salary/Grade:</b>		£12,718 to £13,231 per annum for 32.5 hours dependent upon experience (£9.43 to 9.81 per hour).
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational</b>		<ul style="list-style-type: none"> <li>• Supporting students across the curriculum to access learning.</li> <li>• Support specific students with specific children with special needs within a mainstream classroom.</li> <li>• Be conversant with the spectrum of special educational needs.</li> <li>• Consult with teachers regarding individual needs and the content of lessons.</li> <li>• Encouraging students to complete work to their personal best.</li> <li>• Use strategies to encourage students to behave in a socially acceptable manner.</li> <li>• Maintain records of specific work as required.</li> <li>• Join the rota for supervision of vulnerable students during non-structured parts of the day (ie. Break, lunch, before school etc.).</li> <li>• Assist with updating and developing resources for pupils for learning (in lessons or for intervention programmes).</li> <li>• Undertake other departmental tasks in support of Special Educational Needs as required</li> </ul>
<b>Additional Duties</b>		<ul style="list-style-type: none"> <li>• Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.</li> <li>• Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• Promote actively the school's corporate policies</li> <li>• Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days.</li> <li>• Undertake other responsibilities as determined by the Headteacher,</li> </ul>

		following consultation
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.