**Learning Support Assistant**

Job Description

Position profile

School Devonshire Junior Academy

Post title: Learning Support Assistant

Responsible to: Head Teacher / SENDCo

Remuneration: Grade B

Commencement date: 5th September 2022

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| **Job Summary** |
| * To provide individual, Keyworker support for children with special educational needs both in class and in small groups under the direction of the SENDCo and the teacher. |

**Duties and responsibilities**

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| **Liaison with:** SENCO, Head Teacher, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise. | |
| **Responsibilities of the post:** | |
| The Learning Support Assistant’s (LSA) main role is to provide support for pupils with special educational needs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress. | |
| Duties will include being a key worker for a child and using specific programmes and activities to assist the pupils’ individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils’ Individual Education Plan (IEP) in liaison with the class teachers and the SENCo. | |
| **Supporting pupils** | |
| * To provide learning support for pupils in class or in 1:1 situations. | |
| * To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as 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. visual prompt cards, adapted resources etc. | |
| * To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies. | |
| * To organise and maintain an inclusive learning environment across the whole school environment. | |
| * Provide positive reinforcements, praise and rewards to pupils. | |
| * Facilitate inclusion in 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. | |
| **Supporting the SENCO** | |
| * To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills. | |
| * To meet regularly with the Teacher and SENDCo 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 SENDCo and, where necessary, relevant outside agencies about any pupil’s difficulties and progress. | |
| * To contribute to the pupils’ annual review by writing a brief report and attending the meeting. | |
| **Supporting the School** | |
| * To foster links between home and school. | |
| * To participate in relevant professional development as deemed appropriate. * To work professionally as part of an experienced and committed team. | |
| * 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 the pupils’ needs but have regard to the safeguarding procedures of the school. | |
|  | * To carry out duties as directed by the SENCo or Head Teacher, | |

**Note**

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head of School/ SLT with the postholder.

**PERSONNEL SPECIFICATION**

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| **Job Title** | Learning Support Assistant (Level 2) with NVQ2 |
| **Band/Job Group** | Grade B |
| **Hours/Weeks** | 30 hrs per week |
| **School** | Devonshire Junior Academy |
| **Responsible to** | Head of School/SENCO |

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| Sickness Absence and Disability | A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.  Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made). |
| Qualifications | NVQ Level 2 in Childcare |
| Experience | Experience of working with primary school children  Knowledge and Experience of supporting children with SEND  Knowledge and understanding of Equal Opportunities  Knowledge of Health and Safety issues |
| Training | Willing to attend relevant training |
| Special Knowledge | An understanding of child development and appropriate levels of childcare  An interest in or knowledge of SEND provision and support strategies |
| Circumstances | Ability to work when the school is open (Term Time working)  Willingness to work flexibly to meet the requirements of the post |
| Disposition | Ability to motivate individuals to perform effectively  Commitment to working in partnership with parents  Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. |
| Practical and Intellectual Skills | Able to communicate effectively  Ability to use IT technology |
| Legal Requirements | Enhanced DBS Clearance |