

## Learning Support Assistant Job Description

<b>Post</b>	<b>Learning Support Assistant</b>
<b>Grade</b>	SC3
<b>Responsible to</b>	Lead LSA
<b>Responsible for</b>	Providing excellence in tailored support and care in our tiered inclusion provision.
<b>Working hours</b>	As indicated by T&Cs

Everyone at Plumstead Manor works to fulfil our **School Plan**.

### **Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. Contribute to the development and provision of an inclusion curriculum and to tailored support across the Learning Support Department and Inclusion Services.
3. Contribute to the development of a framework and culture of 'early help' across the school.
4. Contribute to the cultivation of a school ethos founded on success and harmony, promoting excellence and equality for all in a diverse community.
5. Make sure that young people of all abilities and backgrounds fulfil their potential.
6. Engage all young people in interesting and engaging learning.
7. Contribute to partnerships with outside organisations and agencies which positively influence the provision in the school and its reputation and 'brand' within the wider community.
8. Promote a positive ethos across the school based on the school vision and the motto 'success and harmony'.

Members of our Learning Support Department are expected to:

- Uphold the school vision and plan.
- Actively support and support the highest standards and expectations for SEN learners.
- Work collaboratively with teachers and other colleagues to ensure a high quality tailored provision for our SEN Students.
- Contribute to the diagnostic profiling of students which underpins our personalised approach to meeting their needs.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

## **Raising Aspirations, Securing Success**

1. Play a supporting leading role in the implementation and realisation of the School Plan setting the highest possible expectations in all aspects of school life.
2. Promote a culture of high expectations, including the active participation of students in challenging learning.
3. Work with individuals and small groups both in class and in withdrawal on specific activities under the guidance of a teacher and/or other lead person.
4. In collaboration with teaching staff design tailored learning activities so as to maximise student progress and achievement, and enable all students at Plumstead Manor School to progress successfully onto the next phase of their education, training and employment.
5. In collaboration with teaching staff develop and plan differentiated learning materials for delivering small group guided learning and/or in class support.
6. Monitor the achievement of key SEN students and develop interventions to boost and accelerate their progress.
7. Monitor learning and progress to modify approaches and support, and to provide focused intervention and feedback.
8. Participate in the preparation and assessment of students for external and internal verification and public examinations.
9. Assist in the recording and reporting of students' progress, providing regular oral and written feedback to Learning Support teacher and others on student's progress.
10. Assist in writing student profiles by observations, assessment, setting of targets and planning the programme of work for students' IEPs and the SEN code of practise

## **Challenge and Creativity**

11. Motivate and encourage students, building their self-esteem and social skills.
12. Clarify and explain instructions; helping students to concentrate on and finish work set, including homework; giving regular feedback to students on their progress.
13. Assist the Learning Support or subject teacher in preparing, designing and adapting differentiated materials and activities.
14. Help students to develop their spoken language, literacy, numeracy and ICT skills.
15. Meet physical, emotional and learning needs of students whilst encouraging independence.
16. Accompany and support students in physical activities, PE, Drama, school outings and other events as required.
17. Assist students with their physical or medical welfare needs as appropriate. This may include assisting with personal hygiene and care, for example, changing pads and administering medication under supervision. Also to assist with feeding and supporting students during break and lunch times as appropriate.
18. Assist the subject teacher, wherever possible, in the planning, delivery and evaluation of whole class/small group activities, at all prescribed Key Stages; KS3/4/5.

## **Cultivating Harmony and Respect**

19. Support the Lead LSA in maintaining good discipline and standards of behaviour in the Learning Support Department, arranging sanctions in line with the school behaviour policy and code.
20. Ensure that school policies and practices are implemented consistently and maximise expectations and aspirations for all.
21. Liaise with parents and carers in order to facilitate the flow of information about students and that we are better able to meet their needs.
22. Undertake regular training and attend whole staff INSET days in accordance with contractual requirements; including both attending and leading in the delivery of training and development activities related to meeting the specific needs of different groups of students.
23. Support the Lead LSA in providing relevant INSET, training, development and support for LSAs.
24. Carry out one break duty per week and contribute to the daily management of the school.
25. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.

*Success and Harmony*

<b>Post</b>	<b>Learning Support Assistant</b>
<b>Grade</b>	SC3
<b>Responsible to</b>	Lead LSA
<b>Responsible for</b>	Providing excellence in tailored support and care in our tiered inclusion provision.
<b>Working hours</b>	As indicated by T&Cs.

All staff at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

## Selection Criteria

<b>Training Qualifications and Experience</b>	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> <li>• Level 2 qualifications in English and Maths.</li> <li>• A work related qualification.</li> <li>• Experience of working with 'K' and 'Q' students and those with EHCPs (or old statements)</li> <li>• Competence in using ICT.</li> </ul>
<b>Personal, Professional Qualities and Attributes</b>	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none"> <li>• can support the Head Teacher in fulfilling the School Vision and Plan.</li> <li>• have the ability to work in partnership with other members of a team.</li> <li>• through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony.</li> <li>• have highly tuned organizational skills.</li> <li>• can communicate clearly and precisely.</li> <li>• can work collaboratively with others;</li> <li>• seek and act on feedback from others.</li> <li>• communicate effectively with, and command the confidence and respect of students and parents/carers.</li> </ul>
<b>Professional Knowledge and Understanding</b>	<p>Candidates should demonstrate that they have</p> <ul style="list-style-type: none"> <li>• a deep knowledge of the needs and barriers that exist for students who are less able or have specific learning needs.</li> <li>• a deep understanding of the academic, social, emotional, physical and mental health barriers that students face, and of the most effective forms of provision and support.</li> <li>• a knowledge of current educational issues, including national policies, priorities and legislation – specifically the new SEN Code of Practice and the introduction of the EHCPs;</li> <li>• a strong grasp of the principles and practice of educational inclusion, diversity and access.</li> </ul>