

JOB DESCRIPTION

Job Title	1:1 SEND Learning Support Assistant
Grade	Grade 3
Responsible to	Head of school

Job Purpose:

- The 1:1 Learning Support Assistant’s (LSA) main role is to provide support for the pupil with special educational needs. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.
- Duties will include running specific programmes and activities to assist the pupil’s individual learning and social needs.
- This role is on a fixed term until the child leaves the Academy or the Personalised Inclusion funding ceases.

Key Accountabilities

Support for Pupils

Core Duties

- To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the child and seek advice from Inclusion Manager, 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. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the Inclusion Manager, Educational Psychologist or other outside agencies.
- 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.
- To support the pupil in the playground, being mindful of any health and safety in relation to any medical conditions, and encouraging safe interactive play.
- Motivate and encourage the pupil to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- 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.
- Provide support and facilitate interaction with peers in the classroom and around school.
- Establish constructive relationships with parents/carers

Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher and Inclusion Manager

Core Duties:

- 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 attend planning meetings with the SEND Co-ordinator 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, Inclusion Manager and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupil's annual review by writing a brief report and attending the meeting.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- Preparing specialist resources to meet the needs of the child and to enable them to access learning at their level.

Support for the School

Core Duties:

- Participating in training and other learning activities and performance development as required.
- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- 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 pupil's needs but have regard to the safeguarding procedures of STEP Academy Trust.
- To carry out duties as directed by the Inclusion Manager or Head Teacher.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.

- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
- Following safeguarding procedures; immediately reporting any safeguarding concerns to the Senior Designated Person.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: LSA

Abilities and Skills					
<u>Essential</u>		<u>Desirable</u>	Assessed by Application Form	Assessed by Interview	Observation/Task
1	Very good English and Maths skills.		√	√	√
2	Effective use of ICT to support learning.		√		
3	Use of relevant equipment/resources e.g. technology, video, photocopier etc.		√		√
4	Ability to relate exceptionally well to children and adults.		√	√	√
5	Work constructively as part of a team, understanding classroom roles & responsibilities and your own position within these.		√	√	
6	Ability to self-evaluate learning needs and actively seek learning opportunities.		√	√	√
7	Self-motivated.		√		
8	Excellent organisational skills.		√		
Experience					
9	Experience of working with primary aged children and in particular children with SEND.		√	√	
Knowledge and Understanding					
10	Relevant first aid training.	√	√		
11	Knowledge of relevant policies/codes of practice and awareness of relevant legislation.		√	√	
12	NVQ 2 or equivalent qualification or experience.	√	√		
13	Training/experience of working in Early Years.	√	√	√	√
14	General understanding of the national curriculum and other basic learning programmes/strategies.		√	√	√
15	Basic understanding of child development and learning.		√	√	√
Other Requirements					
16	The ability to set targets and complete tasks to meet deadlines.		√		