

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

POST:	Learning Support Assistant
SALARY:	LBR3, Spine points 5-6, £22,573 - £22,982 (pro-rata) per annum
HOURS:	26 hours and 40 minutes per week – term-time only

JOB PURPOSE:

To enhance the learning of students who have a wide range of learning needs; by supporting the teaching staff in enabling the students to gain independence and participate fully in the curriculum and general life of the academy. To be adaptable, have empathy but also follow the academy's 'positive discipline' guidelines.

JOB DUTIES:

A. Supporting the Student

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the student to be supported.
2. Lead individual student/small group sessions as outlined by the EHCP under the direction of the SENCO.
3. Taking into account the learning support involved, to aid the student to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the student is organised with equipment required for the lesson
 - motivating and encouraging the student as required
 - assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
 - helping students to concentrate on and finish work set
 - make notes for the student to use or see that notes are available
 - inform the teacher if the student is experiencing continued difficulties with certain tasks that are set, or social difficulties with peers (particularly related to grouping or seating arrangements)
 - where agreed, maintain contact with home through a home/academy book
 - liaising with class teacher and SENCO about setting appropriate targets
 - to establish a supportive relationship with the student concerned
 - to encourage acceptance and inclusion of the student with special needs
 - to develop methods of promoting/reinforcing the student's self-esteem
 - to write a report to be included in academy review reports
 - assist with exam invigilation, amanuensis, reading etc.
 - accompanying targeted students on Educational trips 'off-site' where the time-table allows

B. Supporting the Teacher

1. To assist, with class teacher in the development of a suitable programme of support or in preparing appropriate materials for the student.
2. To participate in the evaluation of the support programme.
3. To provide regular feedback about the student to the teacher and SENCO.
4. To keep records of work done during lessons and observations of successes/difficulties with work and behaviour.
5. Following up 'late' or 'missing' students.
6. Recording lesson notes when students are absent.

C. Supporting the Curriculum

1. To develop knowledge of the curriculum which the students are expected to follow.
2. To develop skills to adapt subject-based activities and resources to meet the needs of the student (in conjunction with the teacher).

D. Supporting the Academy

1. To liaise, advise and consult with other members of the team supporting the student when asked to do so.
2. To contribute to reviews of students' progress, as appropriate.
3. To attend relevant in-service training.
4. To be aware of academy procedures.
5. To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences appropriately.
6. To attend and participate in meetings: whole academy and departmental.
7. Participate in INSET days.

Additional Responsibilities

Any other tasks as directed by the head teacher which fall within the purview of the post.

Outside the classroom the LSA may be asked to supervise the student moving between lessons and during planning/preparation time. This will be according to the need, with the purpose of ensuring a 'safe' environment. This will be classed as teaching time.

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PERSON SPECIFICATION: Learning Support Assistant

	Essential	Desirable	Method of Assessment
KNOWLEDGE/QUALIFICATIONS			
Knowledge of supporting students with Special Educational Needs		Yes	Application / Interview
Experience of working in a busy environment which at times can be highly pressured	Yes		Application / Interview
Ability to work with discretion and confidential information	Yes		Application / Interview
Experience using Microsoft to produce reports		Yes	Application / Interview
Willing to participate in relevant training	Yes		Application / Interview
EXPERIENCE			
Experience of working independently on own initiative and as part of a team.	Yes		Application / Interview
GCSE grade C or above equivalent – English and Maths	Yes		Application
Experience working within a school setting		Yes	Application
SKILLS			
Able to communicate clearly and effectively.	Yes		Application / Interview
Good communication skills both oral and written	Yes		Application / Interview
Ability to build positive relationships with all stakeholders		Yes	Application / Interview
Ability to work constructively as part of a team		Yes	Application / Interview
A positive interest in working with students, especially teenagers	Yes		Application / Interview
Ability to work independently and as part of a team		Yes	Application / Interview
Commitment to safeguard and promote the welfare of children and young people	Yes		Application / Interview
DISPOSITION			Interview
Energy	Yes		Interview
Enthusiasm	Yes		Interview
Team Player	Yes		Application / Interview
Self-Motivated	Yes		Application / Interview
Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy	Yes		Application / Interview