

Job Description 1-1 Learning Support Assistant

Reports to SENCO & Head Teacher

Benefits Meals are provided free of charge during term time when the school's kitchen is open
Contributory Pension Scheme
In-house training

Job Purpose

To work under the direct instruction of the SENCo, teaching/specialist staff, usually in the classroom to ensure access to learning for a pupil, and to provide general support of the teacher in the management of the pupil and the classroom.

Role of Learning Support Assistants 1:1

Learning Support Assistants at Gateway School are employed to support pupils. The LSA will carry out the following tasks:

- Support the pupil in lessons, individually or in groups under the direction of the class or subject teacher or SENCo
- Monitoring the pupil's educational, social, emotional and pastoral needs
- Providing one-to-one follow up work directed from a class teacher/SENCo or outside agency, for example an occupational or speech therapist
- Providing daily feedback to the teacher as to whether objectives are being met in lessons where they are supporting, so as to enable a clear picture of the pupil's achievements or learning needs.
- Attend Annual Review meetings if required

The LSA may be used in the classroom to carry out any or all of the tasks below:

- Help the pupil to recognise errors, check and self-correct their work.
- Help the pupil to catch up on work which they may have missed.
- Scribe where the pupil has difficulty writing.
- Monitor use of their personal planners/reading record books
- Encourage pupil attention and when necessary, address behaviour issues which may distract others. This will allow the teacher to focus on the whole class teaching.
- Encourage the use of dictionaries and personal spelling books.
- Break down and/or repeat instructions for those with short term working memories. Provide alternative explanations (auditory or visual)
- Boost confidence and morale by positive encouragement and praise.
- Listen to the pupil read
- Help the pupil practise their spellings
- Facilitate the pupil in aspects of the school day promoting independence, and academic development.
- Adapt lessons or activities where necessary.
- Implement programmes and strategies as instructed by the pupil's OT., Specialist Literacy teacher etc where necessary. Actively seek guidance and help with this when your own skill set requires and attend therapy sessions if needed.

- Monitor and advise teaching staff/parents on the pupil's ability to undertake expected classroom activities
- Whilst acting as the pupil's advocate and assistant, taking care not to engender dependency.
- Undertake any duties as required by school in relation to the pupil's overall wellbeing.

Other activities

- Support on school trips.
- Support school performances/rehearsals.
- Attend weekly junior or senior break time staff meetings.
- Attend a weekly meeting with the SENCo to feed back on the pupil who they support.
- The LSA may be required to carry out additional duties commensurate with the role and at the discretion of the Headteacher or SENCo.

Requirements for the Role of LSA

- Relevant experience and qualifications and a desire to undertake training.
- Enjoyment of working with children one-to-one.
- The ability to work well in a team.
- Effective communication skills with a range of people, including pupils, other staff, parents and the wider public
- A relevant First Aid qualification or a desire to undertake training.
- Good organisational skills.
- Flexibility and a positive can do attitude.
- Energy and a sense of humour.