

JOB DESCRIPTION

Post	Learning Support Assistant – Grade 5
Responsible to	Headteacher/Inclusion manager/SENCO/Class Teacher
Purpose of Job	To work as part of a team within school/educational establishments to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special education needs under the direction of a class teacher/SENCo/Inclusion manager/Headteacher.

Main Duties and Responsibilities

1. To work with pupils, including those with SEN support plans and EHC plans, in regulated activity, providing individual assistance, implementing support plans, to maximise achievement.
2. To work closely with pupils (individually or groups) within school, enabling them to achieve maximum access and participation in the National Curriculum or the Engagement model. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.
3. To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills. To help pupils develop their language, reasoning and social skills.
4. To give in class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.
5. To support the school's behaviour policy to ensure high standards are promoted.
6. To implement appropriate specific skills programmes as may be arranged and directed by the Inclusion manager or other professionals, working as part of a team.
7. To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary.
8. To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.
9. To liaise with other agencies (i.e. Social Services, Health professionals etc) as directed by the Special Educational Needs Co-ordinator or other relevant professional.
10. To inform other LSAs/TAs/Teachers on a daily basis regarding the progress of pupils.
11. To contribute to discussions connected to pupil achievement and work in positive partnership with parents under the direction of the relevant professional.
12. To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
13. To communicate the work set by the class teacher to the pupils and to follow all instructions as directed by the class teacher
14. To manage the behaviour of pupils whilst they are undertaking this work and ensure a positive learning environment within the classroom
15. Deal with any immediate problems or emergencies according to the school's policies and procedures
16. To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising
17. To assist in the administration and supervision of tests and examinations

18. To assist in the supervision of pupils on trips / visits
19. To carry out administrative tasks (both within and outside the classroom) as required
20. To attend staff training / meetings as appropriate

The Rose Learning Trust is committed to safeguarding and promoting the welfare of children, and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.

Hatchell Wood Primary Academy: As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within The Rose Learning Trust.

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

**Hatchell Wood Primary Academy
PERSON SPECIFICATION**

Post Title: LSA - Grade 5

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	Confident working knowledge in Maths and English.	Appropriate level of qualification for role of Teaching Assistant GCSE or equivalent in Maths and English. First Aid Certificate Recent in-service training relevant to the post Thrive/learning mentor qualification or experience Experience of delivering support programmes such as precision teaching, colourful semantics, etc	Examination of Certificates Application Form
RELEVANT EXPERIENCE	Relevant work experience or study related to the role.	Previous experience working one to one with a range of children that has SEND Previous experience working with children in a primary school De-escalation training e.g. Teamteach	Application Form Interview References
KNOWLEDGE AND SKILLS	Good interpersonal and communication skills Good organisational skills An understanding of Child Protection Procedures	Working knowledge of general policies and procedures applicable to school Excellent literacy / numeracy / oracy skills. Working knowledge of National Curriculum and relevant learning programmes Understanding of ASD/ADHD/attachment disorder etc	Application Form Interview References
PERSONAL CHARACTERISTICS	Ability to relate well to children, staff and parents Ability to self evaluate own practice and learning needs A calm, pleasant and sympathetic manner. Ability to work as part of a team. Flexible.	To keep abreast of local and national initiatives in education	Application Form Interview References
PHYSICAL ATTRIBUTES	As assessed and advised by Occupational Health where applicable		Medical Questionnaire Medical examination if required

FURTHER REQUIREMENTS	Application should be fully completed Confirmation of qualifications An enhanced Disclosure and Barring Service (DBS) check to be undertaken Two satisfactory references required to appoint with one positive recommendation from current / latest employer		