



## Role Profile for the Post of Learning Support Assistant

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<b>Accountable to:</b>	<b>SENDCO</b>
<b>Accountable for:</b>	N/A
<b>Location:</b>	Oathall Community College
<b>Grade:</b>	4

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### **JOB SUMMARY**

A non-teaching post mainly based in the classroom supporting students with a variety of special educational needs.

### **MAIN TASK AREAS**

#### **Classroom Support**

- Provide individual assistance to pupils to enable them to achieve full potential.
- Work alongside individuals with SEN to support their needs in a classroom where a teacher is teaching all the students.
- Enable students to access the curriculum by reading, scribing, reprocessing information so that it is accessible for the student.
- Work on a 1-2-1 basis or with small groups to assist students with special needs.

#### **Individual Student Support**

- Encourage and motivate individual pupils.
- Encourage thinking skills
- Use verbal encouragement and reward to help motivate students to make progress.
- Adapt tasks for individual pupils through liaison with teaching staff.
- Consider tasks set by teachers and differentiate them to meet the needs of the student/s
- Liaise and discuss a students needs with a teacher to ensure task set are adapted correctly.

#### **Pupil independence and social skills.**

- Deal with students who experience distress in certain circumstances. Help to establish causes/triggers, develop coping strategies and develop social skills.
- Assist pupils to integrate into the College situation.
- Assist induction of new SEN students into college environment. Conduct tours, make introductions, explain college routines and procedures, find buddies etc.
- Undertake break & lunchtime duties as directed by the Headteacher

#### **Behaviour Management**

- Discuss and consult with classroom teacher on behaviour management of SEN students.
- Deal with routine behaviour issues and problems.
- Collate and copy documentation relating to incidents such as statements from students.
- Follow-up incidents with other college staff to ensure successful resolution.

**Liaise with the Head of Learning Support.**

- Attend fortnightly meetings with LSA's and SENCO.
- Liaise and update SENCO and Deputy SENCO about any current issues arising with SEN students. Discuss provision and liaise over any changes.

**Health and Safety**

- Ensure all Child Protection procedures and practices are correctly followed.
- Comply with all policies and procedures relating to health & safety in the college.

**Any other duties**

- Attend suitable training courses as directed by your line manager
- Undertake any other duties as may reasonably be requested of a Learning Support Assistant as directed by your line manager.

**Person Specification**

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**Knowledge/Education (*Verification will be required*)****Essential**

- Literate to at least GCSE level/GCE 'O' level
- Computer literate (can demonstrate ability to use internet, email, Microsoft office software etc.)
- Numerate to at least GCSE level/GCE 'O' level or equivalent

**Desirable**

- Further educational qualifications in any of the following: English, teaching, working with young people.
- Ability to demonstrate continued personal development by attendance on work-related courses

**Skills and Abilities****Essential**

- Ability to communicate clearly and effectively, both orally and particularly in writing
- Ability to arrange a personal work schedule, operate effectively without supervision and at times, work under pressure.
- Ability to work as part of a team
- Very good inter-personal skills. Confident working in a range of settings and with people from different backgrounds and communities.

**Experience****Essential**

- Working in environments where pace & type of work can change quickly

**Desirable**

- Experience of working within a role organising multiple tasks and coordinating the work of others
- Knowledge or experience of working in educational organisations or in youth related organisations.