



## **JOB DESCRIPTION**

### **LEARNING SUPPORT ASSISTANT (LSA)**

**Responsible for:** supporting pupils in order to assist in their social and/or educational development, providing supervision and support in specific areas of need

**Consulting with:** Subject Teachers & IENCO

**Reporting to:** Head of Individual Needs

**Responsibilities of position:**

- support a specific child/children within a class.
- establish a good working relationship with the child/children in your care, encouraging rather than enforcing, so that pupils are able to develop independent learning and greater self-esteem.
- work closely with class and subject teachers to ensure access to a demanding curriculum; this may involve working sensitively with the child in class or removing them to support sustained focus in a quieter area.
- you may also be asked to work under the direction of a specialist teacher or therapist to deliver some 1:1 interventions.
- you will be expected to oversee the delivery of IEP targets and keep records and evidence regarding achievement of these targets in class; these will be reported on in the Annual Review meeting which you are expected to attend.

Support can be given in the following ways:

**Working 1:1**

- reinforcing individual programmes of study as directed by the IENCo
- completing SALT and OT activities as directed by specialists
- working with small groups
- delivering programmes of study as directed by the IENCo or subject teacher
- reinforcing curricular work

**Providing in-class support**

- reading worksheets and texts for/with pupils
- checking that the pupil understands the task
- breaking down tasks into manageable chunks

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Reviewed annually

- differentiating work as needed
- providing visual reminders/clues
- providing a multisensory element to tasks
- acting as a scribe from dictation or from board
- being a listening ear
- helping pupils 'catch up' with missed work

### **Generic**

- Attend all statutory training that is required to work within a School.
- Take part in the school appraisal system.
- Be sympathetic to the school's aims and ethos.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

### **Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.