

<b>SCHOOLS</b> Westhaven School	<b>SECTION</b> Teaching & Learning Support
<b>JOB TITLE</b> LSA - to provide general classroom support, care and assistance	<b>GRADE</b> JG3

### 1. JOB PURPOSE

To provide support and assistance pupils and to support the inclusion of identified pupils with additional educational needs (A.E.N.) as part of the designated team within the school.

### 2. ORGANISATIONAL CONTEXT

The post holder is expected to work effectively with teachers, support staff and other professionals, to contribute positively to the overall personal education plans for the students under the guidance of the Teaching and Learning Leader.

### 3. MAIN RESPONSIBILITIES

- i.To be able to model excellent communication and interpersonal skills
- ii.To have a good understanding of how pupils with SEND learn and need to be supported
- iii.To be flexible and able to adapt to the needs of the children
- iv.To work with tutor teams to differentiate materials and delivery so that the pupil(s) can make good progress.
- v.To contribute comments on EHCP paperwork relating to progress and achievements
- vi.To support children within the setting with their personal care requirements

#### **Generic Items**

To undertake any other duties commensurate with the grade of the post

To be aware of and understand the Council's Comprehensive Equality Policy and Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

#### **4. WORK CONTROL, SUPERVISION AND WORK PLANNING**

Working under the supervision of the Class Teacher and the Head of Lower School.

#### **5. CONTACTS AND COMMUNICATION SKILLS**

The post holder will have regular contact with children, families or carers, colleagues and other professionals from partner agencies.

The post holder must have the ability to engage and build relationships with children, colleagues and parents/carers.

#### **6. QUALIFICATIONS AND EXPERIENCE**

(Please see person specification)

#### **7. GENERAL**

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

#### **8. Additional information**

Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the school they may on occasions be exposed to information that they may find upsetting.

Some posts require the post holder to exert more physical effort and or strain than that which is normally used in a standard office environment.

## PERSON SPECIFICATION

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p>Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.</p> <p>NVQ/VRQ Level 2 Teaching Assistant qualification.</p>	<p>Working towards NVQ/VRQ Level 3 Teaching Assistant qualification.</p>
<b>WORK RELATED EXPERIENCE &amp; ASSOCIATED VOCATIONAL TRAINING</b>	<p>Experience working as a Learning Support Assistant in a school.</p>	<p>Extensive experience as a Learning Support Assistant in a school with a specialism in specific developmental or behavioural initiatives</p> <p>Working with students of any age within an appropriate context.</p> <p>Experience of using supportive ASD/Speech and Language techniques</p>
<b>SPECIALIST KNOWLEDGE</b>	<p>Good ICT skills.</p>	
<b>JOB RELATED SKILLS</b>	<p>Excellent and effective communication skills.</p>	
<b>PERSONAL SKILLS</b>	<p>Ability to work flexibly within a team and motivate students.</p> <p>Demonstrate a positive attitude.</p>	<p>Some knowledge of</p> <ul style="list-style-type: none"> <li>• Every Child Matters</li> <li>• Child Protection procedures</li> <li>• SEN code of practice</li> </ul>

	<p>Reliability, motivation and resilience under pressure.</p> <p>Attendance at directed times.</p>	<p>Occasional attendance at events beyond school hours, by agreement.</p>
<b>OTHER</b>	<p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)*</p>	