



JOB DESCRIPTION	
JOB TITLE: Learning Support Assistant (LSA)	
SCP Range: 6-9	HOURS/WEEKS: 35 Hours Per Week / 39 Weeks Per Year (38 Term Time + 1 Week Includes Inset and Open Evenings)
REPORTS TO: Director of Student Intervention & Head of Learning Support	
1.	PURPOSE OF JOB: The Learning Support Assistants work within the student support team at King Edward's (KESH) and help to ensure that the existing high levels of support, care and welfare of our students continues. Our Learning Support Assistants work with students on the Special Educational Needs Register or with an Education and Health Care Plan (EHCP), promoting child development and learning through 1:1 and small group intervention provisions or within the classroom. The position reports to the Director of Student Intervention and the Head of Learning Support, but will also involve liaising with Heads of Key Stage, Tutors, Subject Teachers and other members of KESH, to support students with their barriers to learning. There will be a need to be involved and provide support, guidance and advice to parents/carers and contribute to the safeguarding and promotion of the welfare and personal care of our students. Particular knowledge and understanding of support young people with Autism would be an advantage.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES Duties and Responsibilities Have familiarity with the SEND Code of Practice as well as EHCP documentation. Draw on knowledge of educational, physical, emotional and social needs to develop an understanding of and utilise a range of strategies and techniques to support specific needs of student(s). Run targeted 1:1 and small group interventions to address barriers to learning across a range of areas of need e.g. social skills, literacy etc., and programmes designed by the Learning Support Team. Establish supportive relationships with students and parents to help foster growth, self-esteem and independence.

	Assist with the development of Support Plans and Pupil Profiles and related reviews using the appropriate school software. Follow policies and procedures but may need to be creative when making suggestions to resolve student centered problems and when assisting with developing activities. Observe, monitor and record development of identified students in and out of the classroom and report these to a designated person. Be familiar with the use of specialist equipment as required. Assist with the movement of children in and around the school and supervise students in designated areas of the school at lunchtime if required for the needs of specific children. Undertake any other agreed tasks as may be determined from time to time within the general scope of the post of Learning Support Assistant. The work may sometimes be unplanned and reactive due to developing needs of children in the school. Administration & Compliance To promote a caring and supportive environment where concerns can be explored. To work closely with the rest of the KESH team to ensure the wellbeing of students. To maintain student records as required in relation to interventions and student meetings. To attend staff meetings, relevant INSET staff training sessions and other ad-hoc meetings. To demonstrate and promote consistently high expectations of all students and a commitment to supporting their achievement and wellbeing To be aware of, and to comply with, policies and procedures relating to safeguarding and child protection, health & safety, confidentiality, and data protection, reporting all concerns to the appropriate person. To help as directed at School Open Days/Evenings.
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	The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post. The role of Learning Support Assistant has been identified as significant and business critical to the day-to-day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore, payment for your annual holiday entitlement is included in your annual salary calculation. However, the school's standard procedure for leave of absence will apply.
3	MANAGEMENT OF PEOPLE N/A
4	CONTACTS AND RELATIONSHIPS Day-to-day contact with staff and students and external agencies.
5	CREATIVITY AND INNOVATION Some creativity may be necessary, for example in implementing intervention to meet students' individual needs.
6	DECISIONS
a	Discretion Post holder works within own competencies and level of development, under the guidance of the line manager.
b	Consequences The impact of decisions would be within the school and consequences would be quickly identified and remedied.
7	RESOURCES N/A
8	WORK ENVIRONMENT
a	Work Demands The postholder's routine tasks may be varied but this does not impact on the completion of the overall task.
b	Physical Demands Minimal physical demands.



c	Working Conditions Work is carried out mainly indoors in a ventilated, well-lit environment.
d	Work Context Contact with parents, students, staff and external agencies where discretion, good judgement and professionalism is paramount. The postholder may experience exposure to verbal aggression from students and parents. Some work in an office with use of a computer and telephone. Able to attend onsite meetings relevant to the post.
9	KNOWLEDGE AND SKILLS Essential: • GCSE (or equivalent) at Grade C or better in Maths and English • Experience working with young people with SEND. • Effective communication with children, parents / carers, school staff and other professionals • Ability to demonstrate awareness of developmental, social, emotional and welfare factors and the effect on children, families and schools • Ability to follow instructions and work to given deadlines • Good standard of written English • Good interpersonal skills • Good organisational skills and the ability to work under pressure • Ability to present an appropriate image of the school to external parties • Willingness to engage with relevant training & development • Ability to work flexibly as part of a team • Flexible attitude • Competent user of Microsoft 365, especially with excel. Desirable: • Experience of working in a school environment. • Holds or working towards LSA Qualification or equivalent. • Hold a first aid qualification.
10	GENERAL Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The role of LSA has been identified as significant and business critical to the day-to-day running of the school and therefore holidays are not permitted to be taken during term time. Therefore, payment for your annual holiday entitlement is included in your annual salary calculation. However, the school's standard procedure for leave of absence will apply.

Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.

Confidentiality - Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.