

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

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

### **1. JOB PURPOSE:**

To provide support and assist learners with additional educational needs (A.E.N.) as part of the designated team within Middle School. Initially this role is within the new Encounter and Explore strand although staff are at times moved according to the needs of 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 learners in Upper School under the guidance of teachers and the Upper School Assistant Headteacher.

### **3. MAIN RESPONSIBILITIES**

- (i) To support learners within the setting with their wellbeing
- (ii) To support learners increase independence and develop skills for later life
- (iii) To support learners in a variety of lessons to meet their individual academic goals
- (iv) To be able to model excellent communication and interpersonal skills
- (v) To have a good understanding of how learners with SEND learn and need to be supported
- (vi) To be flexible and able to adapt to the needs of the learners in both SEN needs and supporting learning and progression.
- (vii) To work with tutor teams to differentiate materials and delivery so that the learner(s) can make good progress.
- (viii) To contribute comments on EHCP paperwork relating to progress and achievements
- (ix) To support communication with home

### **4. General Duties and Responsibilities**

- To attend relevant meetings and training sessions

- Treat learners and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position
- Having regard to the need to safeguard learners' wellbeing in accordance with statutory provisions
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require
- To assist in break and lunchtime duties on the timetabled rota

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be amended at any time in consultation with the postholder.

## 5. 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.

	Essential	Desirable
<b>Qualifications</b>	<p>Good basic education to GCSE standard or equivalent including English and Maths.</p> <p>Equivalent to GCSE Grade A*-C / 9-4 or Level 2 on the national vocational framework.</p>	Teaching Assistant Qualification
<b>Experience</b>	<p>As a Learning Support Assistant.</p> <p>Experience of working with ASD / Speech and Language learners.</p> <p>Working with learners of an appropriate age.</p> <p>Experience with working with learners to develop emotional literacy, positive mental health and social skills</p>	<p>Working within education</p> <p>Experience in working with learners in KS3</p> <p>Experience with Unlocking Letters and Sounds phonics</p>

		programme
<b>Knowledge and understanding</b>	<p>Ability to communicate with learners and staff.</p> <p>The roles and responsibilities of learning support staff.</p> <p>Commitment to and promotion of safeguarding the welfare of children and young people and an understanding of the safeguarding practices applicable to working within a School environment</p>	Knowledge of needs of learners with ASD, MLD, SL&C needs and strategies for these learners
<b>Skills</b>	<p>Good organisation</p> <p>Good time management</p> <p>Good ICT skills</p> <p>Confident communicator</p>	
<b>Personal characteristics</b>	<p>Adaptable</p> <p>Kind, caring and nurturing</p> <p>Team player</p> <p>Friendly</p> <p>Flexible</p> <p>Resourceful</p> <p>Professional conduct</p> <p>Persistent and resilient approach to work</p> <p>High standards for learners and staff</p> <p>Reliable</p> <p>Resilience under pressure</p>	Motivation to learn new skills
<b>Other</b>	Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)*	