

# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



## JOB DESCRIPTION

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**POST:** Learning Support Assistant

**SALARY:** LBR3, Spine points 5-6, £28,521-28,929 (FTE) - £18,107-18,366 (Actual) per annum

**HOURS:** 26 hours and 40 minutes per week – term-time only

**REPORTING TO:** Assistant Head, Inclusion and SENCO

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### JOB PURPOSE:

To enhance the learning of students who have a wide range of learning needs; by supporting the teaching staff in enabling the students to gain independence and participate fully in the curriculum and general life of the academy. To be adaptable, have empathy but also follow the academy's 'positive discipline' guidelines.

### JOB DUTIES:

#### A. Supporting the Student

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the student to be supported.
2. Lead individual student/small group sessions as outlined by the EHCP under the direction of the SENCO.
3. Taking into account the learning support involved, to aid the student to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions
  - ensuring the student is organised with equipment required for the lesson
  - motivating and encouraging the student as required
  - assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
  - helping students to concentrate on and finish work set
  - make notes for the student to use or see that notes are available
  - inform the teacher if the student is experiencing continued difficulties with certain tasks that are set, or social difficulties with peers (particularly related to grouping or seating arrangements)
  - where agreed, maintain contact with home through a home/academy book
  - liaising with class teacher and SENCO about setting appropriate targets
  - to establish a supportive relationship with the student concerned
  - to encourage acceptance and inclusion of the student with special needs
  - to develop methods of promoting/reinforcing the student's self-esteem
  - to write a report to be included in academy review reports
  - assist with exam invigilation, amanuensis, reading etc.
  - accompanying targeted students on Educational trips 'off-site' where the timetable allows

## **B. Supporting the Teacher**

1. To assist, with class teacher in the development of a suitable programme of support or in preparing appropriate materials for the student.
2. To participate in the evaluation of the support programme.
3. To provide regular feedback about the student to the teacher and SENCO.
4. To keep records of work done during lessons and observations of successes/difficulties with work and behaviour.
5. Following up 'late' or 'missing' students.
6. Recording lesson notes when students are absent.

## **C. Supporting the Curriculum**

1. To develop knowledge of the curriculum which the students are expected to follow.
2. To develop skills to adapt subject-based activities and resources to meet the needs of the student (in conjunction with the teacher).

## **D. Supporting the Academy**

1. To liaise, advise and consult with other members of the team supporting the student when asked to do so.
2. To contribute to reviews of students' progress, as appropriate.
3. To attend relevant in-service training.
4. To be aware of academy procedures.
5. To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences appropriately.
6. To attend and participate in meetings: whole academy and departmental.
7. Participate in INSET days.

## **Additional Responsibilities**

Any other tasks as directed by the Headteacher which fall within the purview of the post.

Outside the classroom the LSA may be asked to supervise the student moving between lessons and during planning/preparation time. This will be according to the need, with the purpose of ensuring a 'safe' environment. This will be classed as teaching time.

## PERSON SPECIFICATION: LEARNING SUPPORT ASSISTANT

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge/ Qualification</b>	GCSE grade C or above equivalent – English and Maths	Knowledge of supporting students with Special Educational Needs
<b>Experience</b>	Experience of working independently on own initiative and as part of a team  Experience of working in a busy environment which at times can be highly pressured	Experience working within a school setting  Experience using Microsoft to produce reports
<b>Skills</b>	Ability to work with discretion and confidential information  Able to communicate clearly and effectively  Good communication skills both oral and written  Ability to build positive relationships with all stakeholders  Ability to work constructively as part of a team  A positive interest in working with students, especially teenagers	
<b>Personal Characteristics</b>	Commitment to safeguard and promote the welfare of children and young people  Willingness to share expertise, skills and knowledge  Be willing to undertake further training internally or externally to improve the effectiveness of their role  A flexible and positive approach to work  Willingness to work flexibly to meet the needs of the academy and ensure deadlines are met  A sense of humour and a positive attitude  Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy	