



St Michael's CE (A) Infant School

Learning Support Assistant February 2020 – Temporary Part-time Post

Job Profile - Learning Support Assistant (Special Needs)

Job Title	Learning Support Assistant
Responsible to	Classteacher
Receives instruction from:	Head of School/SENCO/Class Teacher
Pay scale	Surrey Pay 3
Hours	17 : 6 as LSA, 10 as SEND LSA, 1 as LTS
Start date	Week commencing 2 nd March or as soon as possible thereafter
Closing date for applications	Thursday 13 th February 2020

Job Purpose

To work under the guidance of the class teacher and Senco to support a special needs pupil with particular needs, either on a one-to-one basis or within a small group to enable the pupil to make academic progress and to improve his social skills and interaction with other pupils and adults.

To support a Key Stage 1 class under the guidance of the class teacher.

To supervise pupils during the lunch break

Qualifications/Education

- Good level of numeracy
- Good levels of spoken and written English

Key Accountabilities

Support for Pupil

- To aid the pupil(s) to learn as effectively as possible
- To help pupils concentrate and finish work
- Develop the pupil's self-esteem and self-confidence (1 :1)
- Provide 1:1 support for the pupil and support for a small group where appropriate
- To support the pupil in developing social skills and making appropriate choices when interacting with other pupils and adults
- Have access and knowledge of any specific targets for the pupil and others within the group
- To clarify and explain instructions as required
- To take an active part in motivating and encouraging pupils
- To show willingness to 'learn on the job' and work with outside agencies and attend training courses to enhance the quality of support for the individual pupil.
- To build positive relationships with the pupil's parents/carers, maintaining effective communication.

Support for Teacher

- Read and understand the teaching plans for the lessons in which you are providing support
- Provide feedback to the teacher on the pupil's progress
- Mark work and provide feedback for the pupil and others in your group (if appropriate)
- Provide support for the pupil and others within a specific group as directed by the class teacher
- Assist in the production and adaptation of differentiated resources to support the individual pupil(s).
- Contribute relevant written information/verbal input at meetings with external agencies
- Follow advice from external professional (eg educational psychologist) as directed by the class teacher
- Contribute to the maintenance of pupil records
- Assist in carrying out assessments and recording results as directed by the class teacher or Senco
- Implement all relevant risk assessment procedures to ensure pupils' safety
- To assist in the preparation of the classroom, organising and clearing of equipment

Support for School

- Model and promote high standards of behaviour around the school
- Support the values and ethos of the school
- Be part of a team of school staff
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences
- Work within the framework of the school's agreed policies and procedures.
- Support any aspect of school life as directed by the Executive Headteacher or Head of School

Support for the Curriculum

- Attend relevant in-service and other relevant training

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an appropriate level for this post.

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Person Specification

Learning Support Assistant

Candidate Must

Like children and have a genuine concern for and understanding of children.

Enjoy working as part of a team, and be supportive of colleagues.

Communicate effectively with children and staff

Be willing to contribute to the ethos of the school.

Be willing to be flexible and take advice from others

Have good organisational skills and act on own initiative

Able to keep calm under pressure

Able to keep an even temper and maintain a good sense of humour

Be efficient and effective when undertaking tasks

Be supportive of our school vision

Have basic IT skills

Able to organise and deliver classroom activities under the direction of the teacher

An ability to be a role model, having high expectations for self and others

Have a good level of education

Desirable

Hold both maths and English GCE or GCSE

Have worked previously in a school setting

Have experience of working with children with special educational needs who demonstrate challenging behaviour

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