

VYNERS SCHOOL



Learning Support Assistant – Inclusion Department

Job Description

Core Purpose:

To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for students with specific needs.

Core Qualities:

- Comfortable dealing with children with specific physical / emotional / educational needs
- Committed to facilitating and supporting the needs of specific students
- Keen to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people

Support for pupils:

- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support the student, ensuring safety and access to learning.
- Establish good relationships with the student, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of the student.
- Encourage the student to interact with others and engage in activities led by the teacher.
- Encourage the student to act independently as appropriate.
- Liaise with the class teachers regarding the student's provision and targets.
- Clarify and explain instructions to the student.
- Develop appropriate resources to support the student.
- Deliver structured programmes of intervention.
- Evaluate structured programmes of intervention.

Support for teachers:

- Be aware of the student's problems/progress/achievements and report to the teacher as agreed.
- Undertake record keeping as requested.
- Support the teacher in managing the student's behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

Support for the curriculum:

- Support the student in respect of national learning strategies – e.g. literacy and numeracy as directed.
- Support the student to understand instructions.
- Support the student in using basic ICT as directed.

- Prepare and maintain equipment/resources as directed and assist the student in their use.

Support for the school:

- Be aware of and comply with policies and procedures relating to student protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and the student on visits, trips and out of school activities as required.

Line Manger:

Inclusion Manager

Hours of Work:

8.30am – 3.00pm daily, term time only (190 days) ½ hr unpaid lunch break.

The Inclusion Department additionally run a Breakfast Club and Homework Club for students. This is supported by LSA's on a voluntary basis, with the extra hours payable as overtime.

Total Hours:

30 hours per week (not inc unpaid lunch break). 38 weeks a year. 1140 hours per annum.

Signed

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(Postholder)

Date

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Signed

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(Line Manager)

Date

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Person Specification

Essential:

- Good interpersonal skills, capable of interacting well with students and other members of staff
- Good negotiating skills
- Calm and approachable
- A patient and positive outlook
- Emotionally robust, capable of dealing with challenging student behaviour
- A good listener
- Good verbal and written communication skills
- A team player
- Good attention to detail
- Good all round IT skills (MS Office products)

Desirable:

- Previous experience in a Special Educational needs (SEN) role
- Previous LSA experience