

**St Mary’s CE High School**

**JOB DESCRIPTION: Learning Support Assistant (LSA)**

**Salary: H3 Pt 14 – 17**

**This post is term time only**: **27.5hrs per week x 38 weeks**

**Job Purpose:**

* Promote the safeguarding and wellbeing of all students
* Promote inclusion and raise attainment of students to achieve full potential
* To support and assist teachers in the provision of high quality teaching and learning provision
* To work with Teachers to provide alternative curriculum for students not following mainstream curriculum
* To support teachers and the Inclusion Team with tracking the progress of students
* To promote a positive learning culture
* Liaise with parents/carers to provide information and support home school collaboration
* Facilitate and contribute to individual and small group support work

**Responsible to:** Inclusion Coordinator/Assistant Head Teacher / Inclusion Director

**Key Tasks and Responsibilities:**

* Plan with teaching staff to support progress of students on the Additional Needs Register
* To take responsibility for promoting and safeguarding the welfare of children and young persons
* To ensure all practice contributes to achieving the highest standards of attainment and behaviour of students of all abilities
* To work closely with the Inclusion Director SENCO, and the Inclusion Team and members of staff responsible for teaching and learning
* To work closely with the Inclusion Director SENCO and the Inclusion Team to ensure that student learning and behavioural needs are met in and outside of the classroom environment
* To work with the Inclusion Director SENCO and the Inclusion Team to support tracking and monitoring of student progress
* To mentor, support and challenge students as part of the role of key worker
* To work with the Inclusion SENCO a Director and the Inclusion Team to provide targeted support for individuals and/or small groups of students
* To attend meetings regarding matters relating to student progress review and support e.g. IEP meetings, target setting meetings
* To contribute to collating/maintaining records/student files of the student working in the Student Centre
* To support intervention resources and materials to enable students to achieve their potential and make progress
* To liaise with parents/carers regarding student progress and support when appropriate
* To plan and deliver differentiated resources to support the learning of young people with Special Education Needs
* To contribute/support the effective use of the rewards and sanctions procedures
* To keep up to date with the use of ICT to facilitate student support and administration
* To supervise students within the building and on the school site during one of the student break times

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

The skills and attributes listed above will be assessed through the application form and supporting statement, the presentation and throughout interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to the safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to the use of authority and maintaining discipline

If the candidate is short listed, any relevant issues arising from references will be taken up at interview.

Summer 2018