



Dovecote School Job Description: Learning Support Assistant (LSA)

**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

<b>Job Title</b>	Learning Support Assistant (LSA)
<b>Hours</b>	40 hours p/w
<b>Working Weeks</b>	39 weeks p/a
<b>Salary</b>	LSA 1-11
<b>Responsible to</b>	Head Teacher/SENCO/SLG
<b>Responsible for</b>	
<b>Purpose of Job</b>	To assist and support students with special educational, social, emotional and behaviour difficulties.

**DOVECOTE SCHOOL VISION**

1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active
3. The learning community is underpinned by environmentally sustainable values and practices
4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future

<b>WE VALUE</b>	<b>WE AIM TO</b>
<b>LEARNING</b>	Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers.
<b>INCLUSION</b>	Offer a broad, balanced curriculum that is relevant and accessible for all children
<b>ACHIEVEMENT</b>	Celebrate the achievements and successes of each individual
<b>COMMUNICATION</b>	Ensure everyone has a voice and their contribution is valued
<b>RESPONSIBILITY</b>	Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation
<b>REFLECTION</b>	Improve future performance through the continuous evaluation of our practice



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<b>CREATIVITY</b>	Think outside the box and try new ideas to continuously raise standards
<b>COMMUNITY</b>	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
<b>ENVIRONMENT</b>	Protecting our future and our planet
<b>DIVERSITY</b>	Promote tolerance and respect for individual differences, abilities, needs and beliefs
<b>WELL-BEING</b>	Create a safe, caring environment in which everyone is healthy, happy and ready to learn
<b>TRANSITION</b>	Equip children and families with the knowledge, skills, independence and resilience to face future challenges

### AIMS AND OBJECTIVES

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The Learning Support Assistant's (LSA) main role is to provide 1:1 support for a child with special educational, social, emotional and behaviour difficulties. The LSA will ensure that the students can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress. Duties will include running specific programmes and activities to assist the students' individual learning and social needs. The LSA will be responsible for implementing the targets on the students' Individual Education Plan (IEP) in liaison with the class teachers and the SLSA and SENCo.

### MAIN DUTIES & RESPONSIBILITIES

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#### Supporting Students

- To provide learning support in 1:1 situation.
- To develop knowledge of the needs of the child and seek advice from the SENCo, class teacher, and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g., worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to students.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post to keep up to date with developments in working with children with special educational needs.

#### Supporting the SENCO & SLSA



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- To work as part of the team to ensure that the wellbeing and personal development of the student enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCo/SLSA to develop learning programmes and to assist in the delivery of the individual learning programmes daily to promote learning, behaviour, and communication skills.
- To provide regular feedback to the SENCo/SLSA and, where necessary, relevant outside agencies about any student's difficulties and progress.
- To contribute to the students' annual review by writing a brief report and attending the meeting.

### **Supporting the School**

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the students' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo, SLSA or Head Teacher,

### **Practice**

- Ensure that all students, adults, and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
- Ensure every step necessary to ensure that students are protected from neglect, abuse, and exploitation.
- Maintain strict confidentiality.
- Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

### **Continuous Professional Development**

- Assume responsibility for own professional and personal development.
- Maintain a high level of competence to deliver the organisation's requirements.
- Ensure a robust and thorough working knowledge of fire regulations, H&S, children's safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
- Attend and participate in supervision
- Undertake relevant mandatory training.

### **Safeguarding**

- Ensure that the Safeguarding Policy is always followed.
- Ensure that any safeguarding concerns are reported and followed-up without any undue delay
- When required, complete fact-finding investigations for safeguarding allegations

### **Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at anytime.



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### **Equal Opportunities**

Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document



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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Be responsive and reflective</li> <li>• Be accountable, honest and reliable</li> <li>• Provide individuals with confidence, inspiration, direction and guidance</li> <li>• Understanding and empathy with the work of the school</li> <li>• Self-motivate with a positive attitude</li> <li>• Develop innovative solutions</li> <li>• Ability to use clear language to communicate information unambiguously</li> <li>• Ability to listen effectively</li> <li>• Ability to negotiate effectively with adults and children</li> </ul>	
<b>Job Skills</b>	<ul style="list-style-type: none"> <li>• Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups.</li> <li>• Ability to prioritise</li> <li>• Ability to use IT: Microsoft Word and Outlook,</li> <li>• Strong organisational skills</li> <li>• Attention to detail</li> <li>• Ability to write detailed reports, letters etc</li> <li>• Ability to work collaboratively and co-operatively with all professional colleagues and students</li> <li>• Successful experience working with children in a school/early years environment</li> <li>• Good reading and writing skills</li> <li>• Good numeracy skills</li> <li>• Good working knowledge of ICT to support learning</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the principles of teamwork</li> <li>• Non-discriminatory practice</li> <li>• Good understanding of Safeguarding legislation, policy and procedures.</li> <li>• Ability to demonstrate effective implementation of the school's behaviour management policy</li> <li>• Ability to assess progress and performance and recommend appropriate strategies to support development</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> <li>• Have knowledge and understanding of the different social, cultural and physical needs of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children and young people who have experienced trauma.</li> <li>• Good working knowledge of specialist curriculum area(s)</li> <li>• Detailed understanding of child development</li> <li>• Have training in aspects of SEN, i.e., ADHD, Dyslexia, Autism</li> </ul>



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<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Full Manual UK Driving License</li><li>• Basic knowledge of First Aid and good understanding of the school</li><li>• GCSE, 'O' Level or equivalent qualifications in Math's and English.</li><li>• NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL).</li></ul>	<ul style="list-style-type: none"><li>• Successful completion of SEN training</li><li>• Team Teach or similar</li><li>• Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Commitment to personal and professional development.</li><li>• Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback</li></ul>	
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• The ability to be physically able to perform your duties as recognised in Team Teach</li><li>• A satisfactory DBS will be required for all employees</li></ul>	