

Job Description	
Job title	Learning Support Assistant (LSA)
Hours of work	In accordance with the respective contract
Safer recruiting	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
Main purpose of the job	As a Learning Support Assistant (LSA) you will play an important role in the delivery of quality teaching within Rookwood School. Under the direction of the Learning Support Co-ordinator or Class Teacher, you will supervise either individual pupils or small groups ensuring integration (as fully as possible) in general class activities and make appropriate progress. You will support the teachers in upholding and supporting the policies of the school.
Reporting to	Learning Support Manager in consultation with class teachers and Head of Lower School
Main responsibilities and duties	<p>Main Responsibilities:</p> <p>Classroom Tasks</p> <p><u>Planning, Assessment and Record Keeping – Support the Students(s)</u></p> <ul style="list-style-type: none"> • The Class Teacher has full responsibility for planning, assessing and recording progress and writing reports. The LSA, as directed by Learning Support Co-ordinator or the Class Teacher, will provide learning support for the pupil(s) in class or in withdrawal situations, either 1:1 or in small groups to ensure that lesson objectives are met. The LSA will provide valuable input to assist the teacher’s assessment of progress and help to inform future planning by developing knowledge of the pupil(s) particular needs, seeking advice from the Learning Support Co-ordinator, class teacher or outside agencies as required. • You will aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials or resources as required, e.g. Worksheets, games, visual prompt cards. • You will support the pupil(s) outside of the classroom, being mindful of their health and safety in relation to the pupil(s) condition(s), encouraging safe interaction as appropriate. You will motivate and encourage the pupil(s) to try activities they may be unsure of which may include facilitating inclusion in small group activity or the classroom, supporting the interaction between them.

Relationship with Parents and Visitors

- In discussing a pupil's progress, the Teacher is the first line of communication with parents. The LSA is also a point of contact with parents and will inform the Class teacher of any concerns or comments expressed to them by parents.

Classroom Activities

- The LSA will work as directed by the teachers including working closely with pupils in specific activities, preparation and organisation of resources and may be required to help to create wall displays, tidying, supervision at break times, supervision of pupils changing for P.E. and other areas of personal care. The LSA will support the expectations of the teachers with regard to discipline and behaviour, health and safety.

Performance Management

- The Learning Support Manager is responsible for agreeing performance objectives with the LSA, writing an individual plan, monitoring achievement of objectives and reviewing the effectiveness at the end of the annual cycle.

In relation to the Teacher

The LSA will:

- Attend formal and informal meetings with teachers or outside agencies to contribute to planning lessons/activities.
- Prepare materials and resources.
- Prepare pupils beforehand for a task.
- Work on differentiated activities with identified groups or individuals.
- Support the teacher in implementing specific teaching programmes.
- Supervise practical tasks.
- Carry out structured classroom assessment/observation and feedback outcomes.
- Keep records and evaluate identified pupils' progress.
- Scribe (handwritten or typing), read or invigilate in internal or external exams or assessments.

In relation to the School

The LSA will:

- Work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- Support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- Identify personal training needs and to attend appropriate internal and external in-service training in line with the needs of the School.
- Carry out any tasks as directed by the Headteacher which fall within the scope of the post.
- Deal with any health and safety issues that may arise within the individual's capability and to refer other issues on their line manager or the Bursar.

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has

	<p>been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p> <p><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></p>
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Person Specification

Specification	Essential	Desirable
Qualification and/or training	A good general education to GCSE or equivalent including GCSE English and Maths	<p>Educated to A-Level standard or equivalent or beyond.</p> <p>Hold a recognised Level 2 or 3 qualification supporting teaching and learning.</p> <p>Hold a current first aid qualification.</p>
Experience	Evidence of having worked with children (aged 4 – 16) in some capacity	<p>Relevant work experience within a similar environment.</p> <p>Experience of delivering interventions to KS1 and/or KS2 children.</p> <p>Experience of working with children with SEN, preferably at KS3 and KS4</p>
Qualities, skills, knowledge and abilities	<p>A positive interest in working on a professional level with children.</p> <p>Ability to get the best out of children.</p> <p>A sense of humour.</p> <p>Adaptability and flexibility.</p> <p>Able to work alone or as part of a team.</p> <p>Ability to build good working relationships with colleagues.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p> <p>Ability to self-evaluate learning needs.</p>	<p>Experience of working with children within an educational setting.</p> <p>Experience of working with students with learning difficulties or disabilities.</p> <p>An interest in ICT</p>