



Imberhorne School

Role Profile

Job Details

Job Title:	Learning Support Assistant
Salary/ Grade:	NJC Grade 3/4
Hours:	Up to 27.10 per week, TTO
Contract Type:	Permanent
Reporting to:	Lead LSA/ Assistant SENDcO

Main purpose

Under the direction of the SENDCo/Assistant SENDCo the LSA will:

- Contribute to the delivery of the provision on support for students with Special Educational Needs and/or Disability (SEND) on an individual and small group level.
- Provide effective, individualised and targeted support for students ensuring that they are able to access their learning and make progress so that they achieve their potential and improve life opportunities.
- Provide a motivational and positive role model for others in the support of students identified with SEND.

Duties and responsibilities

Operational

In accordance with the SEND Code of Practice and under direction of the SENDCo/Assistant SENDCo:

- Contribute to the day-to-day support of students to motivate and inspire them to meet their potential.
- To ensure that students with SEND can integrate and as far as possible participate in all activities within the curriculum.
- To liaise with teaching staff so that the classroom environment is fully inclusive and students with SEND can progress within their personal targets.
- Work as part of the SEND team to share good practice and experiences.
- Provide support/assistance for students' pastoral needs so they may make progress in social and academic targets.

- Prepare/share relevant resources as necessary to support learning activities and experiences.
- Assist in the supervision of students in “The Hub”.
- Record and share observations as directed.
- Read/scribe/use assistive technology to support students.
- Assist with Access arrangements in assessments/examinations in line with the JCQ guidelines (following appropriate training).
- Take responsibility to ensure that knowledge and understanding is updated, liaising with the SENDCo to identify any training that may be relevant, to improve personal development,
- Provide a positive role model and maintain a motivational and flexible approach, so that the school community can see inclusivity in action.

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s Safeguarding and Child Protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school’s appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

- Respect individual differences and cultural diversity.

Other areas of responsibility

- The post holder may be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
	Experience of supporting students with SEND to successfully access and achieve within the learning environment	Desirable
	A working knowledge of Safeguarding procedures and a commitment to the protection and safeguarding of young people.	Essential
	Recognised Teaching Assistant qualification	Desirable
Skills and Knowledge	Effective communication skills that promote and enable effective progression towards targets that are shaped to support students holistically.	Essential
	Good organisational skills	Essential
	Knowledge and skills to support students to use IT facilities and packages effectively both at a 1:1 level and within a classroom or small group environment.	Essential
	Understanding of school routines and procedures and how these can be adapted to support students who may find the school experience difficult	Desirable
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Confident and committed to building positive relationships with staff and students adopting a friendly, approachable manner that is kind but firm.	Essential
	Able to work flexibly and constructively as part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential