

Job Description

Job Title: Lead Learning Support Assistant

Grade: 6

8:15 am – 4:15 pm (Monday, Wednesday, Thursday)

8:00 am – 4:15 pm Tuesday

8:15 am – 3:30 pm Friday

Responsible to: Rebecca Moors Assistant Headteacher/SENDCO

General description of post:

A Lead LSA is an integrated member of the school staff team. A Lead LSA will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of students. Additionally, a Lead LSA will support teachers with differentiation, ideas and strategies where appropriate as well as acting as a Key Worker and leading extra-curricular activities

Core Activities

- Under the guidance of the class room teachers, deliver some aspects of the curriculum through small group learning
- Prepare learning materials for small group work and one-to-one intervention.
- Adapt information worksheets and other learning materials for targeted students.
- Work to school policies and statutory procedures that directly impact on work with students.
- Act as a key worker to identified students, this may involve making parental contact, liaising with class teachers, acting as a point of contact for that student for example.
- Organise and run inclusion after school clubs.
- Work collaboratively within the Inclusion Team at Woodbrook Vale, specifically supporting the Core Inclusion Team including the SENDCO, Assistant SENDCO and Inclusion Champions.
- Provide agreed support to the teacher in the delivery of planned whole class learning activities.
- Work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual students, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- Develop positive relationships with colleagues by working effectively as a member of the staff team.
- Help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- Support the use of students' specialist equipment, including ICT, to access lessons fully.
- Observe and feed back to the teacher on student performance and behaviour, taking action as appropriate in line with relevant school policies.
- Support the physical, intellectual, emotional and social development of students, including contributing ideas and suggestions to support planning, to meet their development needs.
- Interact with and respond positively to children, young people and adults.
- Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

- Support students to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- Provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- Contribute to the provision of support for EAL students if required.
- Invigilate internal and external tests and examinations under formal conditions.
- Encourage participation in extra-curricular activities including lunchtime nurture groups.
- Undertake midday supervision duties.
- Accompany students on non-residential visits out of school, sharing the supervision of those students.

Support Learning by:

- Assisting with learning activities with either individuals or groups of students ensuring their safety and facilitating their physical, social, emotional and educational development.
- Developing inclusion by facilitating participation and learning, help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all students are enabled to reach their full potential alongside their peers.
- Ensuring equal access to learning and development opportunities and carry out predetermined educational activities and work programmes whilst promoting independent learning.
- Encouraging a high standard of behaviour, develop relationships with others and recognise and deal with emotions in an appropriate way.
- Establishing, developing, monitoring and maintaining positive relationships.
- Assisting in the delivery of appropriate activities to meet the learning objectives, for individuals and groups of children.
- Assisting with the monitoring of individual students and provide feedback on their engagement on activities and their achievement of the desired learning objectives.
- Observing and reporting on student performance, contribute to maintaining student records and keep such records as are required by the school.
- Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished.
- Organising individual lessons and activities by setting out learning materials and resources in line with a lesson plan.
- Assisting with outdoor activities and visits.
- Being aware of confidentiality issues linked to work in a school and keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.
- To work according to the School's policies and procedures.

Optional extra responsibilities to be included by negotiation with individual employees, and after appropriate risk assessment and training have been undertaken:

- Work adaptation using specialist programme and software for Visually Impaired students.
- Provide personal care for identified students.
- To support, as appropriate, in instances where students are unwell whilst at school.
- Support physiotherapy needs of any identified students.

Break and lunch-time duties

This post also involves break time duties on four days each week and lunch-time cover for 30 minutes each day. This may be as a supervisor around the school or based in the Special Needs area.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Signed: (Postholder) Date:

Signed: (Headteacher) Date: