

JOB DESCRIPTION

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School: The London Nautical School

SECTION A: Reporting to:

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| Job Title: | Learning Support Assistant |
| Hours: | 08:30 to 16:00 with a 30 minute lunch break – Term Time Only |
| Grade | NJC Scale 3 (spine point 5 -6) £26, 193 to £26, 625- 52-week contract Pro Rata Starting actual salary £22,528 p.a. (39 weeks, Term Time Only) |
| Reporting to: | SENDCO |

SECTION B: Responsible for: Staff Supervised

None

SECTION C: PURPOSE OF POST

The main responsibilities of a Learning Support Assistant (LSA) will be to support pupils with EHCPs and SEN Support status within the mainstream classroom to access the curriculum, develop independent learning skills, support social and emotional development and help the pupil work toward individual termly targets via the delivery of 1:1 or small group intervention programmes.

SECTION D: Main duties and Responsibilities/Functional Links

1. Staff Development & Communication

To assist in identifying pupils with special educational needs and those at risk of underachieving

To undertake necessary administrative tasks relating to the duties of the post, specifically:

- contribute to a database of SEND information and daily log regarding the needs and progress of individual pupils with SEND
- monitor, evaluate and report on the progress of individual pupils with EHCPs and SEN Support status in accordance with their EHCP and Learning Profile
- work closely with colleagues (LSAs, teachers, tutors and SENDCO) to ensure the needs of pupils with SEND are met
- attend meetings and training recommended by SENDCO
- contribute to the continued development of others by sharing good practice
- to gain and maintain a high level of professional expertise by attending appropriate training and sharing good practice.

2. Pupil Development & Communication

- To support pupils to achieve their termly targets through the implementation of the recommended strategies outlined in their Learning Profile

- To ensure the implementation of the recommended provision and strategies of EHCPs and reports by external agencies
- To establish and develop an effective working relationship with designated pupils and parents/carers
- Work with external agencies (e.g. the Educational Psychologist, Speech and Language Therapist) to be trained in delivering tailored programmes to individual pupils, as required
- To support, motivate and challenge pupils to raise their levels of achievement, including contributing to the work of the SEND team:
 - delivery of individual or small group work to develop specific skills or complete work
 - employment of the strategies outlined in each pupil's Learning Profile
 - using pupil tracking performance data to identify targets and evaluate progress
 - implementation of testing and review processes
 - implementation of positive behaviour management procedures
- To act as mediator and advocate working in the best interests of pupils with SEND

3. Multiple Agency Development & Communication

- To acquire and maintain a knowledge of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils with SEND.
- To participate fully in the sharing of information between local agencies and the school within the framework of the school's agreed protocols and practice.
- To assist the SENDCO in being a 'focal point' of contact between various agencies where a multiple agency approach is required for a pupil with SEND (e.g. EWO, Social Care, Community Health, Youth Offending Team).
- To support pupils with SEND access extra-curricular provision within working hours, including clubs, visits and extra tuition.

4. Home/School Development & Communication

- To develop positive relationships with families/carers by keeping them regularly informed of the pupil's needs and progress.
- To facilitate and secure positive family support and involvement for pupils with SEND.

5. Other duties

- To undertake other duties consistent with the scope of the post and within the competence of the post-holder, as required by the line manager.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out. In light of the ongoing review of the support provision, the duties may be subject to modification or amendment at any time, in consultation with the post-holder to ensure the smooth running of the school.
- All employees are required to participate in the Employee Development Scheme and to undertake appropriate training and development identified to enhance their work.
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with the nature and scope of this job description and its objectives.

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Functional Links

- Special Educational Needs and Disabilities Co-ordinator (SENDCO)
- School Staff
- Support services / agencies

PERSON SPECIFICATION**School: The London Nautical School****Job Title: Learning Support Assistant**

| | | Shortlisting Criteria |
|---------------------------------|--|---|
| Key Skills | <ul style="list-style-type: none"> ▪ Excellent interpersonal skills ▪ Resilient to dealing with challenging and obsessive behaviour ▪ Ability to motivate, support and challenge pupils and staff as appropriate ▪ Excellent oral and written communication skills ▪ Ability to organise workload, prioritise, meet deadlines and follows tasks to successful conclusion ▪ Ability to manage students firmly, fairly and effectively ▪ Willingness and flexibility to work across the school and learn new skills ▪ Ability to anticipate problems and solve them creatively ▪ Ability to review progress, procedures and policies to develop areas of which there is individual or shared responsibility | Essential Essential Essential Essential Essential Essential Desirable Desirable |
| Relevant Experience | <ul style="list-style-type: none"> ▪ Experience of working with or caring for young people with SEND ▪ Experience of working within a mainstream or specialist provision ▪ Knowledge of educational issues related to SEND and Inclusion ▪ Ability, ambition and experience to develop and maintain a clear and vibrant vision for pupil support and development ▪ Experience of successfully contributing to aspects of whole school/company life ▪ Use of strategies in supporting the different needs relating to autism and SEMH in the mainstream classroom. ▪ Use of target setting, monitoring and evaluation to raise standards ▪ Application and development of ICT to perform duties ▪ Ability to implement strategies and programmes which are reviewed regularly. | Essential Essential Essential Essential Essential Desirable Desirable Essential Desirable |
| Qualifications/ Training | <ul style="list-style-type: none"> ▪ Good honours degree ▪ Literacy and Numeracy competency at GCSE level or above ▪ Relevant training in the areas of SEND (Literacy, Numeracy, SLCN, Autism, SEMH) | Desirable Essential Desirable |
| Key Competencies | <ul style="list-style-type: none"> ▪ Excellent attendance and punctuality ▪ Excellent personal presentation ▪ Humour, optimism and pride in work ▪ Energy, enthusiasm and resilience | Essential Essential Essential Essential |