

THE BULMERSHE SCHOOL

ROLE DESCRIPTION FOR LEARNING SUPPORT ASSISTANT GRADE 3

REPORTS TO:	SENCO
NJC GRADE:	Grade 3
EMPLOYMENT STATUS:	Full time or part time as specified
HOURS OF WORK:	8.50am to 3.00pm 27.5 Hours FTE
JOB PURPOSE: To facilitate learning by supporting the needs of individual students and small groups of students in accordance with school policy and government initiatives in the pursuit of high standards of students achievement	
DEPARTMENTAL/TEAM PURPOSE: The purpose of the school is to meet the educational needs of children and young people within the local community	
ORGANISATION CHART: <pre>graph TD; SENCO[SENCO] --> LSA[LSA GRADE 3];</pre>	

PERSON SPECIFICATION

Please ensure that you read the Person Specification carefully as this will be used to assess candidates as part of the shortlist and interview process

Knowledge/Qualifications:

- GCSE or equivalent English and or Mathematics
- Knowledge of SIMS packages or willingness to learn

Skills/Abilities:

- Excellent communication skills
- Good written communication
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to work independently but also as part of a team

Experience:

Personal Qualities:

- Patience
- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

Appendix E

Work a minimum of 3 full days; preferably 4 or 5
Provide a proactive and professional in class support for students with a range of SEN, guided by the class teacher and SENCO.
Have a good understanding of their students SEN needs so that they can anticipate their students difficulties and provide support to access the lesson and work as independently as possible.
Liaise and build purposeful working relationships with class teachers and fellow LSAs
Be able to work 1-1 or with small groups of students inside and outside of the classroom with work provided by the class teacher or with resources programmes eg Mymaths, Bitesize, Lexia and paired reading.
Be proactive in withdrawing a student when they show signs of not coping
Be able to support students who present with challenging behaviours in a calm, non-confrontational way
Have an excellent understanding of the need for confidentiality and safeguarding
Be able to carry out all access arrangements (will need legible handwriting, good standard of SPG)
Be competent in both English and Maths lessons or able to support in a very wide range of subjects.
To accept on-going personal training and development in the use of equipment, resources, software and behaviour management techniques for the efficient operation of your role and the whole Support Staff Team
To comply fully with all relevant Health and Safety regulations and Risk Assessments and take appropriate action
To undertake any other duties that reasonably fall within the remit of the post, which may be allocated after consultation with the Post Holder
Special Factors The Line Manager will agree with the Post Holder the particular details appertaining to the specific responsibility of the post. These details will be within the prescribed Main Tasks and Accountabilities