WALTHAMSTOW SCHOOL FOR GIRLS

"NEGLECT NOT THE GIFT THAT IS IN THEE"

Job Description

Job title:	Learning Support Assistant
Reporting to:	Head of Faculty - LLD
Line management of:	N/A
Liaising with:	LT, all Teachers and support staff, governors, LEA representatives, external agencies and parents/carers.
Working time:	32 hours and 30 minutes per week (with a half hour unpaid lunch break) / 45.05 or 46.07 weeks per year depending on length of service
Salary:	Scale 3
Disclosure:	Enhanced

Core Purpose	• Work with class teachers to raise the learning and attainment of pupils • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement • Promote pupils' independence, self-esteem and social inclusion • Have high expectations of all students with a commitment to helping them fulfil their potential • Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
Main Responsibilities – Teaching & Learning, Support	• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) • Know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation • Support students who have physical disabilities and/or medical needs • Understand the objectives, content and intended outcomes for the learning activities in which they are involved • Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • Recognise and respond appropriately to situations that challenge equality of opportunity • Use effective behaviour management strategies consistently in line with the school's policy and procedures • Observe pupil performance and pass observations on to the class teacher • Use and promote ICT skills and assistive technology to advance pupils' learning • Undertake any other relevant duties given by the class teacher • Support pupils in exams who have Exam Access Arrangements

	• Deliver small group or 1-1 interventions, e.g. reciprocal reading (under guidance from the teachers) • Monitor learners' responses to activities and modify the approach accordingly • Monitor progress during and after interventions • Maintain records to monitor the impact of interventions to inform support and next steps, including the keyworker role • Attend faculty meetings within contracted hours • Attend in-service training as required • Submit reports on targeted students as required • Attend annual reviews of students with EHCPs and report back on progress and gather student voice • Accompany specific students on school visits with teaching staff • The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Headteacher/ Line Manager commensurate with the skills, abilities and grade of the post
Planning	• Use area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities • Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities • Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning (1-1 or small group interventions) • Work closely with the teachers to ensure students' needs are met and understood • Contribute to the Faculty's Area School Improvement Plan and its implementation • Assist the SENCO in identifying resource needs
Working with staff, parent/carers and relevant professionals	• Communicate effectively with other staff members and pupils, and with parents and carers • Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision • Contribute to meetings with parents and carers by providing feedback on pupil progress and barriers to learning • Collaborate and work with colleagues and other relevant professionals within and beyond the school • Support students on visits and out of school activities as required • Be a Key Worker for identified pupils • Create/update Pupil Passports along with the pupil and parent/carer
Professional Development	• Keep your own knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness • Take opportunities to build the appropriate skills, gain qualifications, and/or experience needed for the role, with support from the school • Take part in the school's performance development procedures • Continue professional development in relevant areas including subject knowledge relating to SEND
School Ethos	• Play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example • The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to be flexible and carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post
Whole School	• There is an expectation to attend all key school events out of hours as

Contribution	detailed in the school calendar e.g. Open Evenings, all faculty and staff meetings and the relevant twilight inset sessions • Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person • Take part in the school's staff development programme by participating in arrangements for further training and professional development • Engage actively in the Performance Development Review process • Work as a member of a designated team and contribute positively to effective relationships within the school • Actively promote the school's policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection. This role is subject to an enhanced DBS check.

June 2024

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Criteria	Essential	Desirable		Assessed by application	Assessed by selection process
Qualifications					
GCSE or equivalent in English and maths	/			/	/
Experience					
Experience working directly with children/young people (CYP)	/			/	/
Experience working in a secondary school environment		/		/	/
Experience of planning and delivering learning activities	/				/
Skills and knowledge					
Good literacy and numeracy skills	/			/	/
Knowledge of ICT	/			/	
Strong organisational skills	/			/	/
Ability to build positive and effective working relationships with students	/			/	/
Ability to build positive and effective working relationships with adults	/			/	/
Ability to work effectively with parents/carers and outside agencies	/			/	/
Skills and expertise in understanding the different needs of students	/			/	/
Knowledge of how to help adapt and deliver support to meet students' needs	/			/	/
Excellent verbal communication skills	/			/	/
Active listening skills	/			/	/
Ability to remain calm in stressful situations	/			/	/
Ability to work independently and flexibly	/			/	/
Knowledge of guidance and requirements around safeguarding children	/			/	/
Ability to work with students who display behaviours of concern	/			/	/
Knowledge of how to successfully lead learning activities for a group of children	/			/	/
Knowledge of how to support learners in accessing the curriculum in accordance with the SEN Code of Practice.	/			/	/
Ability to work as part of a team	/			/	/
Ability to seek advice and help when needed	/			/	/
Personal qualities					
A sensitivity to the needs of all students	/			/	/
A commitment to getting the best outcomes for all students	/			/	/
A willingness to work with students with a physical disability and/or medical needs	/			/	/
Resilient, positive, forward-looking, enthusiastic about making a difference	/			/	/
A willingness to learn new ideas	/			/	/
Capacity to inspire, motivate and challenge students	/			/	/
A commitment to the LA and the school's Equal Opportunities Policy and acceptance of your responsibility for its practical application	/			/	/

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