

Higher Level Learning Support Assistant

The Higher Level Learning Support Assistant's (LSA) main role will be to provide support and run interventions for pupils on the SEND register. The LSA will ensure that records of progress are kept and that skills are transferred to the classroom.

JOB PURPOSE

- To assist and support pupils on the SEND register by delivering interventions.
- To support other children as required including those with EHCPs.

DUTIES

The key duties include but are not limited to the following:

SPECIFIC DUTIES

- The LSA will be responsible for delivering interventions to children on the SEND register.
- To work towards pupils individualised targets in liaison with the class teacher and Learning Support Facilitator (LSF).
- To provide learning support pupils in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the pupils and seek advice from the LSF, class teacher and outside agencies as directed.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the LSF, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- Motivate and encourage pupils to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities and support interaction.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To act as a positive role model to all pupils.

SUPPORTING THE CLASS TEACHER AND LSF

- To work as part of the team to ensure that the wellbeing and personal development of the pupils enhances their learning opportunities and life skills.
- To attend planning meetings with the class teacher/LSF to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the class teacher, LSF and relevant outside agencies (as directed) about the pupil's difficulties and progress.



JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

- When necessary, to contribute to a pupil's annual review by writing a brief report and attending the meeting.

SUPPORTING THE SCHOOL

- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and Focus Learning Trust.
- To carry out duties as directed by the class teacher, LSF and/or Head Teacher.

GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role.
- Uphold and promulgate the Focus ethos within all areas of responsibility.
- Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy.
- Comply with and support the implementation of all School and FLT policies.
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed and promoted in all areas of work.
- To undertake appropriate professional development and positively participate in the appraisal of own performance.
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.
- Attendance at staff meetings as appropriate.

SAFEGUARDING

Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check.

REPORTING TO

- Reporting to Designated Line Manager/LSF/Head Teacher.



JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

SUPPORT FOR THE ROLE

The role is supported by the LSF.

Focus Learning Trust provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.

ISSUED BY

Focus Learning Trust

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JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

HIGHER LEVEL LEARNING SUPPORT ASSISTANT

Person Specification

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Have experience of working with children and young adults at Key Stage 2-5. • Have experience with working with children with communication and interaction difficulties. • Have knowledge of effective strategies which aid children with communication and interaction difficulties. • Have knowledge and understanding of the different social, cultural and physical needs of pupils. • Have an interest in how children learn and behave. • Provide appropriate role models of behaviour both in the classroom and around school. • Really care about children but particularly those who find learning and managing their behaviour difficult. 	<ul style="list-style-type: none"> • Have experience with working with children with literacy and numeracy difficulties.
Education and Qualifications	<ul style="list-style-type: none"> • Have GCSE, 'O' Level or equivalent qualifications in Maths and English. • Have or working towards HLTA qualifications. 	<ul style="list-style-type: none"> • Qualification in working with children with ASD. • Qualification in dyslexia/learning difficulties.
Skills and Abilities	<ul style="list-style-type: none"> • Undertake tasks under the direction of the Class Teacher, LSF, or Head Teacher. • Plan and prioritise tasks and work under the pressure of a busy inclusive school. • Communicate effectively and appropriately to pupils with different abilities and backgrounds. • Motivate pupils to learn. • Motivate pupils to be sociable. • Assist with the organisation of the learning environment. • Maintain records of the pupils. • Work effectively with other adults in the school and wider community. • Respect and maintain confidentiality but have regard to the safeguarding protocols of information sharing where necessary. • Be computer literate. • Attend training courses considered appropriate for the post. • Good communication skills written and verbal. 	



JOB DESCRIPTION & PERSON SPECIFICATION CONTINUED

	<ul style="list-style-type: none"> • Good organisational skills. • A positive role model of professional practice and conduct of others. 	
Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training and identify own development needs. • Committed to ongoing CPD and Professional development. 	<ul style="list-style-type: none"> • Level 1 Training in ASD. • Training in literacy/numeracy difficulties.
Attributes and Attitudes	<ul style="list-style-type: none"> • Be productive, creative and show initiative. • Be a responsible and trustworthy role model. • Have patience with children who have difficulties with communication and interaction. • Have patience, be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might present. • Flexible approach and positive attitude towards work. • Punctual and reliable. • Ability to adapt to changes in the workplace. 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application. 	
Safeguarding	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students. • Ability to form and maintain appropriate relationships and personal boundaries with students. 	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.

