

SEND LSA Job Description

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| Job Title | SEND - Learning Support Assistant (LSA) – Primary |
| Grade | Point 10-16 pro rata |
| Contract | 31.25 hours per week, term time only (39 weeks per year including non-pupil days) |
| Reports to | See each GLC academy for the current staffing structure. |
| Job Purpose | To work in partnership with class teachers, the SENDCo and inclusion leaders to support pupils' learning and attitudes to learning in-line with all GLC policies and procedures. |
| Principal Accountabilities | <p>For the progress of identified individuals or small groups of pupils under the direction of teaching staff and/or SENDCO:</p> <ul style="list-style-type: none"> - To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate; - Implement programmes on a 1:1, 1:2 or small group basis, depending on the needs of the pupil(s) they are assigned to work with; - Prepare resources for targeted work with pupils, as detailed in their EHCPs and school plans; - Collect accurate data on skill acquisition and challenging behaviour throughout the school day; - Maintain records on each pupils' progress and attainment; - Assist the class teacher and other LSAs in the running and set up of daily classroom and outdoor space activities; - Develop professional relationships with parents/carers and provide accurate daily information, given verbally or in home-school communication books; - Assist with the physical and self-care needs of the pupils as they require; this includes, but is not limited to, any toileting procedures; - Supervise pupils, as directed, to maintain a positive, safe learning environment and good order; - To promote the values of the GLC and to continue pupils' learning during lunchbreaks; - To support the education of pupils who need particular help to overcome barriers to learning in a mainstream setting |

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| <p>Main job functions</p> | <ul style="list-style-type: none"> - Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupils' progress and pupils' attitudes to learning; <p>General activities will include:</p> <ul style="list-style-type: none"> - Leading intervention groups; - Monitoring daily reading logs; - Teaching and testing pupils' spellings; - Teaching and testing pupils' number basics knowledge; - Reading to, and with pupils; - Marking pupils' work as directed; - Supporting classroom bureaucracy; - Model good practice, at all times, in all areas of the curriculum, but particularly regarding literacy and numeracy; - Support the use of ICT in the classroom and develop pupils' competence and independence in its use; - Monitor and record pupil activities as appropriate, writing records and reports as required; - Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher; - To support learning by arranging/providing resources for lessons/activities under the direction of the teacher; - To assist with the preparation, maintenance and control of stocks of materials and resources; - Assist with the development and implementation of any form of pupil support plan; - Liaise with other staff and provide information about pupils as appropriate; - To assist with the display and presentation of pupils' work; - Establish and maintain positive relationships, promoting the GLC values at all times and adhering to the GLC Behaviour and Relationships Policy; - Promote the inclusion and acceptance of children with special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources; - To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid; <ul style="list-style-type: none"> - Interact with, and support pupils, according to individual needs and skills; - To supervise pupils for limited and specified periods, including break-times; <ul style="list-style-type: none"> - To assist with escorting pupils on educational visits; - Carry out all duties as may be reasonably required by the Head of School, CEO and Local Governing Body; - The post holder may be required to work in any GLC Academy as reasonably required by the Head of School, CEO and Local Governing Body |
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| <p>General</p> | <ul style="list-style-type: none"> - To understand and apply GLC policies in relation to health, safety and welfare; - Attend relevant training and take responsibility for own development; - Attend relevant meetings as required; - To respect confidentiality at all times; - To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager; - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace; - Ensure that all duties and services provided are in accordance with the GLC's Equal Opportunities Policy and GLC Safeguarding Policy <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.</p> |
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Signed.....

Dated