



SYBOURN PRIMARY SCHOOL

JOB DESCRIPTION

Learning Support Assistant (LSA) - One to One

Fixed Term as linked to child on EHCP

Job Purpose

To assist and support a child with special educational needs.

Liaison with

Inclusion manager, SEND Coordinator, Head of School, Assistant Head Teacher, Parents, Support Staff and other outside agencies e.g speech and language therapists, educational psychologists e.tc

Major Tasks, Duties and Responsibilities

Support for the School/Centre

The learning support assistant's main role is to provide support for the pupil with a statement of special educational needs.

The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties may include running specific programmes and activities to assist the pupil's individual learning and medical and social needs.

The LSA will be responsible for implementing the targets on the pupils Individual Education plan in liaison with the SENDCO, Class Teachers, Assistant Headteachers and Learning Mentors.

Support for the Pupils

To provide learning support for the pupil in the class or in 1-1 situations.

To develop knowledge of the particular needs of the child and seek advice from the SEND Coordinator, Class Teacher and outside agencies as required.

To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required.

To make or modify resources as suggested and advised by the Inclusion Manager, 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.

To support the pupil in the playground, being mindful of his health and safety in relation to his medical conditions, and encouraging safe interactive play.

Motivate and encourage the pupil to have a go at activities they may be unsure of. Provide positive reinforcements, praise and rewards.





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Facilitate inclusion in small group activities with peers and support interaction between them.

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.

Provide support and facilitate interaction with peers in the classroom and around school.

Supporting the Class Teacher and SENDCO

To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.

To attend planning meetings with the SENDCO and Class Teacher 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, SENDCO and relevant outside agencies about the pupil's difficulties and progress.

To contribute to the pupil's annual review by writing a brief report and attending the meeting.

Supporting the School

To foster links between home and school.

To participate in relevant professional development as deemed appropriate for the needs of the child.

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 London Borough of Waltham Forest

To carry out duties as directed by the SENDCO or Head of School

Other Requirements

To have an up-to-date Enhanced DBS Disclosure.





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Person Specification – Learning Support Assistant (LSA) : One to One

1. Experience

- Experience of working in an educational setting or with young people, in either a paid or voluntary capacity.

2. Qualifications

- First Aid Certification or the willingness to train.
- Level 2 qualification desirable

3. Knowledge, Skills and Abilities

- Knowledge and ability to have input into planning.
- Ability to relate well to children and an awareness of their needs.
- Good Interpersonal skills, and the ability to interact effectively.
- Effective record keeping skills.
- Awareness of health and safety practices.
- An understanding of relevant administration procedures including child registration requirements.
- Commitment to & an understanding of safeguarding and the promotion of the welfare of children and young people.
- Good literacy and communication skills.
- Work constructively as part of a team.

