JOB DESCRIPTION - LSA for a pupil with an Education Health Care Plan

Job Purpose

* To assist and support a child with special educational needs

Liaison with

* Inclusion Manager, SEN coordinator, Head of School, Deputy Head, Phase Leader, Class Teacher, Parents, Support Staff, Outside Agencies e.g. speech and language therapists, educational psychologists etc.

Major Tasks, Duties and Responsibilities

 Key Activities - 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 include running specific programmes and activities to assist the pupils individual learning and social needs
* The LSA will be responsible for implementing the targets on the pupil’s Individual Education plan in liaison with the class teacher, Inclusion Manager, Phase Leader and SIT.
1. Key Activities - 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 class teacher, Inclusion Manager/ SEN coordinator, Phase Leader, SLT 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
	+ Motivate and encourage the pupil to have a go at activities they may be unsure of
	+ Provide positive reinforcements, praise and rewards
	+ Facilitate inclusion in small group activities with peers and support interaction between them
	+ To provide medical care and intimate care where necessary as required
	+ To attend in service training and relevant meeting 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
1. Supporting the Class Teacher and Inclusion Manager
	* 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 meeting with the Inclusion Manager and class teacher to develop learning programmes and to assist in the delivery of the individual learning programme on a daily basis to promote learning, behaviour and communication skills
	* To provide regular feedback to the class teacher, Phase Leader, Inclusion Manager 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
2. Support 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 pupils 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 Inclusion Manager or Head Teacher

Other requirements:

* + to have an up to date Enhanced DBS Disclosure

Signed by Employee

Signed by Head Teacher

Dated

Person Specification

LSA for a pupil with an Educational Health Care Plan

Essential

* NVQ Level 2
* experience of working with children
* experience of working with children with intimate care needs
* experience of working constructively as part of a team
* ability to communicate effectively in English
* good literacy, numeracy and computing skills
* knowledge and understanding of child development
* knowledge and understanding of the EYFS Curriculum and National Curriculum
* a willingness and 'can do' attitude to understanding and caring for medical needs
* ability to relate well to children and awareness of their needs
* commitment to and understanding of equal opportunities
* basic awareness of health and safety practices
* knowledge and understanding of confidentiality

Desirable

* NVQ Level 3
* experience of working with children with profound multiple learning difficulties

Please contact n.choudhary@thomasgamuel.net for further information or call the Head of School, Mr Paul Acheson on 0208 520 7031

Closing date: 27th March 2023 @ midday

Interviews: WC 27th March 2023