

## LANCASTER ROYAL GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>POST TITLE</b>	Learning Support Assistant
<b>GRADE</b>	5
<b>RESPONSIBLE TO</b>	SENDCo
<b>JOB PURPOSE:</b> Supporting pupils with special educational needs (SEN) and working with teachers to aid learning for all pupils.	
<b>MAIN ACCOUNTABILITIES:</b> <ul style="list-style-type: none"><li>• Liaise with the SENDCO.</li><li>• Build positive relationships with pupils, promoting high self-esteem and independence.</li><li>• Support pupils with social, emotional, and mental health needs, escalating concerns where appropriate.</li><li>• Assist with review meetings and writing and reviewing Individual Educational Plans</li><li>• Support record keeping and review report writing.</li><li>• Liaise with parents.</li><li>• Undertake tasks requested by the Head of Pastoral Care or SENCO.</li><li>• Attend INSET as part of the CPD programme.</li><li>• Implement and adhere to Health &amp; Safety regulations.</li><li>• Undertake and plan interventions</li></ul>	
<b>Teaching and Learning</b> <ul style="list-style-type: none"><li>• Provide in-class support to pupils with SEND or others who require help.</li><li>• Contribute to planning differentiated learning activities.</li><li>• Work with teachers to create optimal learning environments.</li><li>• Support activities such as invigilation, school trips or homework club.</li><li>• Assist in implementing strategies and monitoring progress.</li><li>• Work with external professionals such as speech or occupational therapists.</li><li>• Assist the SENCO with maintaining student records.</li><li>• Support pupils with emotional or behavioural needs and develop social skills.</li><li>• Support teachers by adapting tasks to individual pupil needs.</li></ul>	
<b>Standards and Quality Assurance</b> <ul style="list-style-type: none"><li>• Support the aims and ethos of the school.</li><li>• Set a good example in dress, punctuality and attendance.</li><li>• Attend team and support staff meetings.</li><li>• Be proactive regarding health and safety.</li></ul>	

The post holder's responsibility for promoting and safeguarding the welfare of children will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Leads or to the Headmaster.

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**PERSON SPECIFICATION**

<b>Post title:</b> Learning Support Assistant	<b>Grade:</b> 5	
<b>Requirements (Based on the Job Description)</b>	<b>Essential (E) / Desirable (D)</b>	<b>Assessed via: application form (AF), Interview (I), Reference (R)</b>
<b>Qualifications:</b> GCSE or equivalent including Grade 4/C in English and Maths.	E	AF
<b>Knowledge, Skills and Experience:</b>		
Experience of working in a school environment or other educational setting	E	AF, I, R
Experience working with children / young people with special educational needs (SEN)	E	AF, I, R
Experience planning and delivering learning activities	D	I
Good literacy and numeracy skills	E	AF
Good organisational skills	D	I
Experience of using Microsoft Office applications	D	I
Ability to build effective working relationships with pupils and adults	E	I,R
Skills and expertise in understanding the needs of pupils include trauma informed practice	E	AF, I, R
Knowledge of how to help adapt and deliver support to meet individual needs	E	AF, I, R
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D	AF, I, R
Excellent verbal communication skills	E	I,R
Excellent skills in communicating with young people including those in distress	E	I,R

Ability to work as part of a team and to be flexible in their approach to daily routines	E	I,R
Knowledge of guidance and requirements around safeguarding of children	E	I, R
Experience supporting pupils with Emotional Based School Avoidance (EBSA), including understanding triggers, barriers and reintegration strategies	E	AF, I, R
<b>Behaviours and Values:</b>		
Sensitivity and understanding to help build good relationships with pupils	E	AF, I, R
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	AF, I, R
Commitment to maintaining confidentiality at all times	E	AF, I, R
Commitment to undertake in-service development and training	E	I