



Outwoods Edge Primary School

Every Child Every Day Every Future



Headteacher Miss Amy Kitson

Telephone 01509 216177 | Email admin@outwoodsedge.leics.sch.uk | Website www.outwoodsedge.leics.sch.uk

Address Redwood Road Loughborough LE11 2LD

Outwoods Edge Primary School

Learning Support Assistant – Grade 5 Personnel Specification

Responsible To: TA Line Manager, SENCo

Key Relationships/ SENCO, Teachers, Other classroom support staff

Liaison with:

MAIN DUTIES AND RESPONSIBILITIES:

1. To work under the supervision of a teacher to provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
2. To work under the direct supervision of a teacher to carry out planned learning activities to meet the specific needs of designated children, either individually or in small groups, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
6. To support pupils to improve their maths and English skills through focussed learning activities and more generally across the curriculum.
7. To prepare and utilise ICT resources to support pupils learning.
8. To prepare and support the use of learning materials, adapting them as necessary to meet the needs of the designated pupil(s).

9. To participate in educational visits and off-site activities in order to support the full engagement of the designated pupil(s).
10. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
11. To interact with and respond positively to children, young people and adults.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. To contribute to the provision of support for bilingual / multilingual pupils if required.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).

Occasional duties and responsibilities not affecting the grade of the post:

It is recognised that from time to time named/designated children may be absent from school or otherwise taken out of the normal timetable, such that SEN support is *temporarily* not required. At these times SEN LSAs are expected to be flexible and may be required to undertake other tasks commensurate with the grade of the post, including but not limited to:

15. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
16. To contribute to the creation of visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

School: Outwoods Edge Primary School
Job Title: Learning Support Assistant – SEN (SEN LSA)
Grade: 5

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent OR <ul style="list-style-type: none"> Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post 	✓		App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting Experience of working with children with additional needs. Experience of working with children with ASD and/or Speech, Language and Communication needs Experience of working across the primary age range, including EYFS 	✓ ✓	✓ ✓	App/Int/ Ref App/Int/ Ref App/Int/ Ref
<u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<u>Relationships</u> <ul style="list-style-type: none"> Empathy with children and young people. Ability and willingness to develop positive relationships with pupils. An ability to liaise and communicate with parents and other agencies as necessary. Ability to work effectively as part of a team. 	✓ ✓ ✓		App/Int/ Ref Int/ Ref Int/ Ref App/Int/ Ref
<u>Skills/Attributes</u> <ul style="list-style-type: none"> A well-constructed written application showing clear thinking about the role of learning support assistant. Good standard of English and Maths. 	✓ ✓		App App/Int

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • An understanding of the need to work with children at a level appropriate to their differing needs. 	✓		App/Int
<ul style="list-style-type: none"> • Excellent behaviour management skills and willingness to use a positive approach. 	✓		Int/Ref
<ul style="list-style-type: none"> • An ability to ensure children's safety at all times and to care for their welfare during the school day. 	✓		Int/Ref
<ul style="list-style-type: none"> • Ability and willingness to undertake professional development. 	✓		App/Int/Ref
<ul style="list-style-type: none"> • Good interpersonal skills 	✓		Int/Ref

App = Application Form

Int = Interview

Ref = Reference