Northumberland County Council
JOB DESCRIPTION

Post Title: Learning Support Assistant (Level 2)	**Director/Service/Sector :** Children's Services		**Office Use**
Band: 3	**Workplace:** Duchess's Community High School		JE ref: S526 HRMS ref:
Responsible to: HTLA/ Senior TA/ Line Manager Managing Support Staff	**Date:**	**Manager Level:**	

Job Purpose:
To work under the direct supervision of Senior TA/teaching/senior staff, usually in a classroom with a teacher, to support access to learning for a student or groups of students and provide general support to the teacher in the management of students in the classroom

Resources Staff	None
Finance	None
Physical	School and Classroom Resources. The Duchess's High School is a 11 to 18 high school with 1499 students on roll of which 260 are in the sixth form.
Clients	Teachers, Groups of Children, Parent or Carer, Other Professionals

Duties and key result areas:

Support for Students

1. Supporting identified young people in the classroom to enable them to fully access the curriculum.
2. Agreeing a 'contract' with subject teachers defining their role in each classroom i.e. who are they there to support? Why? What will be the relationship between the teacher and the LSA?
3. Advising the teacher concerned about the learning / behavioural / emotional needs of the students and encouraging a teaching approach that responds to these needs.
4. Differentiating work for weaker students.
5. Assisting with the preparation of resources that address the particular learning needs of the students who are being supported.
6. Reading, scribing and exam invigilation.
7. Monitoring the progress of students on the school Provision Management Supported Student List in relation to their Learning Plan.
8. To initiate discussions with teaching staff about the progress of students in relation to their Learning Plan.
9. Keeping written records regarding progress of students under their care and feeding back on progress at team meetings.
10. To keep teaching staff abreast of developments with students, especially during turbulent periods of their lives.
11. To refer any concerns regarding the progress or well-being of students under their care to the team leader and SEN Co-ordinator as appropriate.
12. To represent students that they are supporting at school based multi-disciplinary meetings.
13. Where appropriate provide emotional support for students (on a one-to-one or small group basis) who are experiencing difficulty.
14. Supervising students on organised outdoor activities.
15. Provide information for and attend Special Needs review meetings as requested.

Support for the School

1. Comply with all school policies relating to:
    - Health and Safety
    - Equal Opportunities

- Child Protection
- Confidentiality and data protection.

2. Work in such a way that you promote the ethos and vision of the school.

3. In addition to the responsibilities identified above, there will be a requirement to spend a proportion of time supporting departments in administrative tasks. These will be determined by the need of the department concerned but may include preparing displays, noting action points at meetings, dealing with departmental data and record keeping or any other routine task that is deemed appropriate.

4. Participate in training and development and activities that contribute to the management of performance.

5. To take part in the school's annual performance review programme

6. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	None
Working patterns:	Normal hours
Working conditions:	Mainly indoors

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PERSON SPECIFICATION

Post Title: Learning Support Assistant (level 2)	**Director/Service/Sector:** Children's Services	**Ref**: S526
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
GCSE's in Maths and English at a minimum of grade C or equivalent qualification	Completion of DfES Teaching Assistant Induction Programme;	
Experience		
Working with or caring for children of the relevant age	Basic clerical duties Working as a member of a team	
Skills and competencies		
Appropriate First aid knowledge; Basic ICT skills Basic office skills: ● Photocopying ● Filing Can relate well to both children and adults Can work as a member of a team Current driving licence	CLAIT Level 1 Current restraint techniques	
Physical, mental and emotional demands		
Ability to travel between school sites possibly several times each day and to work in classrooms and specialist teaching areas throughout both school sites Ability to deal with the stress of dealing with classes of demanding students and individual students with particular physical or emotional needs		
Other		
Willingness to participate in training and personal development		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits