



Learning Support Assistant

Responsible to: Head of Learning Support

Location: The Elms School, Colwall

Member of: SEND Team

General Purpose:

To provide 1-2-1 support to a child who needs support in the classroom and wider school environment.

Working conditions:

Remuneration: Dependent on experience

Hours: Hours of work between Mon – Sat, school term time only (33 weeks per year) and two days following the end and two days prior to the start of term for in-service training and administration.

Probation period: 6 months, which can be extended if deemed necessary.

Key Tasks and Responsibilities:

- Support the individual needs of a pupil, following their individual learning support plan.
- Work with the Head of Learning Support to develop the learning plan, stretch and challenge the individual and encourage their independent interests.
- Use a creative approach to motivate, inspire and challenge students on a one to one basis and within a small group, to develop peer on peer interactions.
- To engage with School life and The Elms community, to ensure learning and co curricular are both experienced. To support with House events, co-curricular activities and sports.
- To support the pupil on a one to one basis within a classroom environment, and within a co-curricular setting.
- To ensure you are up to date on learning development theories, approaches and able to develop these to best support pupils.
- To develop the pupil's abilities to allow them further independence and to challenge and motivate them to attain agreed upon targets.

Person Specification:

Competencies: <i>These are the skills and abilities required to successfully perform key tasks</i>	Essential	Desirable
Strong communicator, both written and verbal	X	
Exceptional organisational skills and ability to think in a logical manner	X	
Flexible approach to be able to work as part of a team	X	
Willingness to participate fully in School life	X	
Ability to provide a calm and measured response to situations	X	
Enthusiastic self motivated approach to work with the ability to use initiative	X	
Demonstrate diplomacy, tact and loyalty at all times	X	
Knowledge and Experience <i>These are the necessary levels of education and qualifications and training required to perform the job.</i>	X	
Experience setting up, maintaining and managing learning support plans	X	
Experience of working within a Preparatory School		X
Experience as an HLTA / LSA / similar role working with SEND students	X	
Experience working within a Learning Development Team		X
Qualified as NVQ Level 2 or above		X

he post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.