



## ST THOMAS MORE HIGH SCHOOL

### Job Description - Special Needs Learning Support Assistant (LSA)

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| Job Title :         | Special Needs Learning Support Assistant (LSA)   |
| Responsible to:     | SENCO  |
| Salary Grade Range: | Points Range 4-5   |
| Hours of Work       | 8.30 – 3.45 (including 55-minute unpaid lunch break)   |
| Weeks Worked:       | Term time only including INSET days  |
| Responsible for:    | N/A  |
| Function:           | To assist in the support and inclusion of SEN pupils with learning and behavioural issues within St Thomas More High School by supporting the work of the SEN team, subject and form teachers and support staff.   |
| Outline of Duties:  | <p>Duties/Responsibilities</p> <ul style="list-style-type: none"> <li>• To develop knowledge of a range of learning support needs and the specific needs of the children to be supported</li> <li>• To aid the children in learning as effectively as possible both in class and independently via the use of evidence-based practices, which may include: <ul style="list-style-type: none"> <li>• Clarifying and explaining instructions</li> <li>• Providing sufficient structure to individuals to enhance classroom participation and foster independence</li> <li>• Ensuring the child is able to use equipment and materials provided</li> <li>• Motivating and encouraging the student as needed</li> <li>• Assisting in areas of weakness e.g. language, behaviour, reading, spelling, handwriting.</li> </ul> </li> <li>• Assisting students with task completion</li> <li>• Meeting any physical needs whilst encouraging independence</li> <li>• Liaising with class teachers and pastoral support mentors in the development of Individual Education Plans/provision maps</li> <li>• Developing appropriate resources to support individual children, as needed</li> <li>• Following through in the implementation of strategies recommended by therapists or other support staff</li> <li>• Providing direct instruction for specific, discrete skills as needed</li> <li>• To establish a warm and supportive relationship with the children</li> <li>• To encourage and facilitate acceptance and inclusion of children with special needs</li> <li>• To contribute to the development, monitoring, documentation and review of IEP &amp; provision maps.</li> <li>• To consistently monitor and review student progress in conjunction with the class teachers and support staff</li> </ul> |

- To assist form tutors in form time.
- To attend regular meetings with pupil progress managers, pastoral support mentors and form tutor briefings to discuss student progress.
- To provide regular documentation of student activities and progress, via provision records
- To participate in the evaluation of individual support programmes
- To provide regular feedback about student progress to parents, teachers and professionals, as needed
- To develop knowledge of the curriculum and an understanding of its implications for the students who will require additional support to be successful
- To develop skills in the adaptation and modification of classroom activities to meet the needs of all children
- To develop relationships with families, as appropriate, which allows for a mutually supportive link between home and school
- To be aware of school policies and procedures
- To be aware of the need for sensitivity and the maintenance of confidentiality when discussing the needs of children with special needs
- To be aware of one's personal timetable at all times and inform SENCO if any changes are needed
- To attend meetings with staff and parents, e.g. weekly / daily SEN dept. meetings, parent evenings, curriculum nights, in-service training days and school-related trips
- To complete regular school duties and other assigned tasks as necessary for ensuring the efficient and effective day to day operation of the school routine (i.e. Lunch homework club invigilation, bus)
- To assist in exam invigilation
- To attend all CPD provided by the school.
- To maintain an accurate record of professional development trainings received
- To contribute to the professional development of others by offering trainings and in-services in particular areas of interest and expertise to school staff
- In addition, there may be other tasks assigned as directed by the SENCO that fall within the purview of the post.  
To assist on school outings and activities and attend staff meetings as  
To work within the performance management process of the School, to evaluate performance and take full advantage of the training and required.
- Any other duties as required