



the  
**LatimerArts**  
College

# **INFORMATION PACK:**

## **Learning Support Assistant**



## Job Description

Role:	Learning Support Assistant (LSA)		
Line Manager	Learning Support Manager	Direct Reports:	None
Scale:	Grade D Matched to job ref 1382	Hours:	27 hours 30 minutes per week / 38 weeks per year

## General Responsibilities

To be responsible for supporting students with individual needs including learning, behavioural, emotional, social and physical difficulties

## Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people.

### **To provide students with personal and welfare care by:**

- Assisting with the planning, development and implementation of student education/behaviour plans to help with the development of social skills and to ensure that the College's health, safety and behaviour policies are maintained;
- Encouraging all students to take responsibility for their own behaviour and promote independence.
- Providing intimate care as and when required, and to complete necessary training if required.

### **To support students in the learning environment by:**

- Supervising and supporting students in the learning environment including more in-depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all students;
- Assisting students within the class, individually or within small groups [and sometimes outside the main classroom] in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of students and the curriculum;
- Assisting with the supervision of students and planning of activities out of lesson times [for example at lunchtimes, before and after college] where required;
- Assisting students with mobility equipment such as using wheelchairs to support students in their learning environment;
- Supporting students on visits, trips and out of college activities as required, and take responsibility for a group of students under the direct supervision of the teacher.

**To provide clerical and other support by:**

- Providing clerical and other support to meet individual student's needs [for example scaffolding learning activities, differentiating homework tasks, photocopying resources, typing, filing];
- Administering routine tests, invigilating exams and undertaking routine marking of students' work to meet requirements of students and the curriculum;
- Supporting students during tests and exams.

**To prepare and maintain the classroom environment and resources by:**

- Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assisting with the display of students' work to support pre-defined learning activities to meet the needs of students and the curriculum;
- Preparing, maintaining and using equipment and resources required to meet lesson plans/learning activities to meet the needs of students and the curriculum.

**Other**

- On any occasions when allocated students are absent, to support other students as directed by the LSU Manager;
- Act as a co-tutor to a form group;
- To undertake any additional duties as deemed reasonable by the Principal.



## Person Specification: Learning Support Assistant

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
A good standard of education to at least level 2 standard or equivalent	X		Application form/verified at interview
High standard of literacy and numeracy to at least level 2 standard	X		Application form/verified at interview
Relevant professional qualification		X	Application form/verified at interview
<b>Working with Children and Young People</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Motivated to work with children and young people to ensure they are successful	X		Application letter/reference/interview
Commitment to, and belief in, the equal value of all students	X		Application letter/interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference/interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference/interview
Ability to raise self-esteem and expectations of children and young people	X		Application letter/reference/interview
Experience of working with young people		X	Application letter/interview
<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to communicate effectively and relate well to all stakeholders	X		Reference/interview
Strong ICT skills, particularly with the Microsoft Office suite	X		Application letter/interview
Ability to work as part of a team	X		Application letter/interview
Evidence of resilience when working effectively under pressure	X		Reference/interview
Knowledge and experience of relevant highly effective behaviour management strategies for children and young people and the ability to use them effectively	X		Application form/interview
Authoritative, consistent and fair: a commanding presence	X		Application form/reference/interview
Good sense of humour	X		Reference/interview
<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Willingness to contribute to the wider aspects of college life		X	Interview
Evidence of commitment to professional development	X		Application letter/reference
An interest in / commitment to the Performing Arts		X	Interview