



## Imberhorne School

<b>Job Title:</b>	Learning Support Assistant
<b>Salary/ Grade:</b>	NJC Grade 3 (Spinal Column Points 3–4), £24,796 – £25,185 per annum. Please note this is a Term-Time Only (TTO) role; the salary will be pro-rated to reflect the actual weeks worked.
<b>Hours:</b>	27.05 hour per week, term time only.
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Lead LSA/ Assistant SENDCo

We are seeking a compassionate, adaptable and enthusiastic Learning Support Assistant (LSA) to join our dedicated and welcoming SEND team. This is a rewarding opportunity to make a meaningful difference to the lives of young people by helping them overcome barriers to learning, build confidence and achieve their full potential.

### Main Purpose

Under the direction of the SENDCo/Assistant SENDCo, the Learning Support Assistant will, provide high-quality support for students with SEND, enabling them to access learning, make progress and achieve their potential. The postholder will promote inclusion, independence and positive outcomes through effective collaboration with staff, students and families.

### Duties and responsibilities.

#### Supporting Students

- Provide individual and small-group support for students with SEND.
- Support students to access the curriculum and participate fully in school life.
- Promote students' academic, social and emotional development, encouraging confidence and independence.
- Assist with reading, scribing and the use of assistive technology where appropriate.
- Support students within The Hub and other learning environments as required.
- Observe, monitor and record student progress, reporting information as directed.
- Support the delivery of examination access arrangements following appropriate training.

#### Working with Staff and Families

- Work closely with teaching staff to promote inclusive classroom practice and student progress.
- Collaborate with colleagues, parents/carers and external professionals to support positive outcomes.
- Contribute positively to the work of the SEND team and share effective practice.
- Maintain professional relationships and always uphold confidentiality.

### General

#### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

#### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's Safeguarding and Child Protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.



## Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

## Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

## Person Specification

Criteria	Qualities	Requirements
<b>Qualifications and experience</b>	Equivalent of GCSE A-C in English and Maths	Essential
	A working knowledge of Safeguarding procedures and a commitment to the protection and safeguarding of young people.	Essential
	Experience of supporting students with SEND to successfully access and achieve within the learning environment	Desirable
	Recognised Teaching Assistant qualification	Desirable
<b>Skills and Knowledge</b>	Effective communication skills that promote and enable effective progression towards targets that are shaped to support students holistically.	Essential
	Good organisational skills	Essential
	Knowledge and skills to support students to use IT facilities and packages effectively both at a 1:1 level and within a classroom or small group environment.	Essential
	Understanding of school routines and procedures and how these can be adapted to support students who may find the school experience difficult	Desirable
<b>Personal Qualities</b>	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Confident and committed to building positive relationships with staff and students adopting a friendly, approachable manner that is kind but firm.	Essential
	Able to work flexibly and constructively as part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential