



<b>Job Description</b>	
<b>Job title</b>	1:1 Learning Support Assistant (LSA)
<b>Hours of work</b>	In accordance with the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>• To work under guidance providing support to a pupil to enable them to access the curriculum and to develop social and communication skills within a class and group setting.</li> <li>• To provide practical assistance to the teacher in meeting the educational, social and personal welfare needs of the pupil.</li> <li>• To ensure a safe working environment for staff and pupils.</li> <li>• To contribute to facilitating children's access to learning, promoting inclusion, assessing and supporting achievement and monitoring progress towards individual/school objectives.</li> </ul>
<b>Reporting to</b>	Learning Support Manager in consultation with class teachers and Head of Lower School
<b>Main responsibilities and duties</b>	<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To work with the teacher to establish an appropriate learning environment</li> <li>• To work with the teacher on lesson panning, evaluating and adjusting lesson/work plans as appropriate</li> <li>• To monitor and evaluate pupils' responses to learning activities through observations and planned recording of achievement against learning objectives.</li> <li>• To use specialist skills to support pupils' learning</li> <li>• To assist with the development, implementation and evaluation of learning programmes and work plans</li> <li>• To prepare and assist in the preparation of the classroom, resources and equipment.</li> <li>• To establish productive working relationships with pupils acting as a role model and setting high expectations</li> <li>• Communicating with pupils with varying degrees of speech difficulties, using communicative system/equipment where necessary.</li> <li>• To promote inclusion and acceptance of all pupils within the classroom and across the school</li> <li>• To support pupils consistently whilst recognising and responding to their individual needs</li> <li>• To encourage pupils to interact and work co-operatively with other whilst engaging in activities</li> <li>• To promote independence and employ strategies to recognise and acknowledge achievement and self-reliance</li> <li>• To implement agreed learning activities and learning programmes supporting the development and consolidation of English and Maths skills</li> </ul>

	<p>across the core and wider curriculum</p> <ul style="list-style-type: none"> <li>• To provide feedback to pupils in relation to progress and achievement and to provide accurate, evidenced and objective feedback and reports to the teacher.</li> <li>• To be responsible for keeping and updating records with the teacher and other staff, contributing to reviews as requested</li> <li>• To liaise with external agencies and follow their advice for safety, learning and therapy programmes, as appropriate.</li> </ul> <p><b>In relation to the School</b></p> <p>The LSA will:</p> <ul style="list-style-type: none"> <li>• Work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.</li> <li>• Support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.</li> <li>• Identify personal training needs and to attend appropriate internal and external in-service training in line with the needs of the School.</li> <li>• Carry out any tasks as directed by the Headmaster or line manager which fall within the scope of the post.</li> <li>• Deal with any health and safety issues that may arise within the individual's capability and to refer other issues on their line manager or the Bursar.</li> </ul> <p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p> <p><b><i>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</i></b></p>
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## Person Specification

Specification	Essential	Desirable
Qualification and/or training	A good general education to GCSE or equivalent including GCSE English and Maths	<p>Educated to A-Level standard or equivalent or beyond.</p> <p>Hold a recognised Level 2 or 3 qualification supporting teaching and learning.</p> <p>Hold a current first aid qualification.</p> <p>Undertaken formal training in learning support provision</p>
Experience, qualities, skills, knowledge and abilities	<p>A firm, fair, clear communicator, able to prompt a pupil with few clear words or even a gesture, at the right moment.</p> <p>Calm and undaunted by a challenge.</p> <p>Able to help support social and</p>	An interest in ICT

	<p>emotional skills.</p> <p>A person who knows when to step back to promote independence for the child.</p> <p>Must have experience working with children with SEN needs.</p> <p>Able to help promote positive play skills, social communication and work intuitively to guide and encourage the child with regular and specific praise.</p> <p>Comfortable reporting back to parents, teachers and external agencies.</p> <p>Able to work collaboratively on a team (with behaviour, SLT, OT, family) and has previous experience of this.</p> <p>Confident in promoting the child's academic success and well-being by keeping them on task.</p> <p>Able to facilitate communication and interaction with peers and teachers.</p> <p>To routinely recognise and reward positive behaviour and utilise positive teaching techniques such as visuals and specific praise/appropriate reward.</p>	
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