



OLD SWINFORD SERVICES LIMITED

Learning Support Assistant

Person Specification

The successful candidate will be able to demonstrate the following skills and competencies:

- Experience of being a LSA within a Secondary School setting;
- Ability to support students in their learning;
- Ability to motivate and encourage students;
- Good reading, writing and numeracy skills;
- Ability to deal with challenging behaviour;
- Ability to act on own initiative;
- Good communication skills;
- Effective organisation and time management skills;
- Calm, patient and an appreciation of a sense of humour;
- Able to play an active role as part of a busy team but can also work alone;
- Displays commitment to the protection and safeguarding of children and young people.

Job Specification

General Duties

1. Contribute to the management of pupil behaviour.
2. Establish and maintain relationships with individual pupils and groups.
3. Support pupils during learning activities.
4. Evaluate and develop your contribution to raising achievement.

Provide support for the teacher

5. Assist in preparing and maintaining the learning environment.
6. Contribute to maintaining pupil records.
7. Observe and report on pupil performance.
8. Contribute to the planning and evaluation of learning activities.

Provide support for the pupil

9. Promote pupil's social and emotional development.
10. Support the maintenance of pupil safety and security.
11. Contribute to the health and well-being of pupils, e.g. recognising emergency situations which require a qualified First Aider.
12. Support pupils' individual learning needs and development.
13. Experience of or willingness to train, in order to offer personal care support to students with a physical disability.

Provide support for the curriculum

14. Support the use of ICT.
15. Help pupils to develop their literacy skills.
16. Help pupils to develop their numeracy skills.

Providing support for the School

17. Support the development and effectiveness of work teams.
18. Develop and maintain working relationships with other professionals.
19. Participate in the promotion of your department and the School, including Open Days and Open Evenings, Induction Days and the like, and the attendance at any marketing events as requested by SLT.

20. To undertake such other duties as the Headmaster or SENCO may from time to time reason reasonably require.

Suitability to work with Children

Old Swinford Services Ltd is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.