Learning Support Assistant Job Description

Job Title:	Learning Support Assistant		
Department:	Education	**Section:**	IJS&CE and FICS
Reports to:	Special Educational Needs Co-ordinator (SENCo)		
Grade:	Falkland Islands Government Grade – G1		

Purpose of the Role:

A Learning Support Assistant (LSA) works with teachers to raise the learning and attainment of students of all abilities, including students for whom English is a foreign language, promoting students' independence, self-esteem and social inclusion. LSAs give support to students, individually or in groups, so they can access the curriculum, take part in learning and achieve, both inside and outside the classroom.

Key Role Activities:

- Undertake activities set by the class teacher, through a variety of teaching strategies, with individuals and groups of students, to support them to achieve learning goals and progress their physical, emotional and educational development.
- Contribute to the planning of differentiated learning activities for students, supporting the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning.
- Identify where a student is having difficulty, e.g. in engaging with a topic, and support them to understand the information and complete the work, whilst still encouraging independence.
- Adjust activities, with the class teacher's direction/permission, according to students' responses.
- Research and develop appropriate learning materials to support individual students, as requested by the class teacher and / or SENCo.
- Provide feedback to students in relation to progress & achievement under the teacher's guidance
- Assist with monitoring students' needs, including educational progress and emotional support, and report progress back to the class teacher, so that informed decision making can take place on intervention and provision, communicating any concerns as appropriate.
- Use resources and equipment to assist with learning and assist students with use where required.
- Support the use of ICT in learning activities and develop students' competence in its use.
- Promote good student behaviour, reporting and dealing promptly with conflicts and incidents in line with the Behaviour Policy; encourage students to take responsibility for their behaviour.
- Provide general administrative and clerical support to the class teacher and other LSAs with regard to lesson planning and resource creation.
- Prepare and clear away classrooms or learning areas for lessons or activities.
- Assist the teacher and other LSAs with creating and maintaining displays throughout the school.
- Assist with the supervision of students out of lesson times, including before and after school activities and functions and events, and at educational visits.
- Participate in, and contribute to, professional development, including but not limited to safeguarding training; managing student behaviour; manual handling and lifting training, fire safety training, when required.
- At the direction of the SENCO, develop particular skills related to special needs provision.

Main Accountabilities (*cont.*)

- Participate in, and contribute to, team meetings and staff meetings as required by the SENCO/ Deputy Principal/Principal/ Executive Head.
- Be aware of confidential issues linked to students, their home life, teachers and school work and maintain confidentiality at all times.
- Be aware of the relevant school policies and adhere to them.
- Uphold the school's Safeguarding and Child Protection Policy at all times.
- Contribute to the overall ethos and aims of the school.
- Help to ensure classrooms are orderly, supportive and engaging, and working to maintain this.
- Attend to students' personal needs, and implementing personalised assistance to help with their social, emotional, health and educational development.
- Assist with the care of sick students and those suffering from minor injuries.
- Promote and reinforcing students' self-esteem and ability to act independently.
- Promote inclusion and acceptance of all students, including those with SEND.
- LSAs may be required to undertake other duties as directed by the Principal.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

LSA posts will be based in either IJS&CE or FICS, but the successful applicant may be required to work in any of the school's settings, according to the needs of the children/young people.
The working pattern is 37.5 hours per week, Monday to Friday, during term time, and includes 5 professional development days. You are expected to attend meetings and school events which occur outside of these hours.
Leave will comprise of school holidays only, although the Education Department reserves the right to nominate a minimum of 5 days and a maximum of 10 days (in total throughout the year) within any school holidays throughout the academic year as 'working days', during which you are expected to attend the school to work. No additional payment will be made for these days due to the enhanced pay arrangements for LSAs.
You will not, except in very exceptional circumstances (i.e. on compassionate grounds) be permitted to take any leave during term time.
Adherence to strict rules of confidentiality and following safeguarding procedures is paramount.

Criminal Record Checks:

This post is regarded as a 'sensitive' post. All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.
The Falkland Islands Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and potential employees will be required to undergo pre-employment checks. Posts are subject to satisfactory checks and references.

Person Specification:	Learning Support Assistant		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Knowledge, Skills and Experience:			
Demonstrate an understanding of the importance of complying with procedures for safeguarding, equal opportunities, health and safety and data protection	✓		A/I/R
Experience of significant positive interactions with children	✓		A/I/R
Take instructions and follow through with them.	✓		A/I/R
Communicate instructions to students using appropriate tone and language	✓		A/I/R
Prioritise their workload and complete all tasks required of them, using initiative when appropriate	✓		A/R
Demonstrate an organised and effective approach to handling a demanding workload.	✓		A/R
Flexible and adaptable to handle changing circumstances and varied responsibilities	✓		A/I/R
Engage positively with a range of people, understanding how to change their tone and language appropriately	✓		A
Ability to follow and implement SEND Support Plans (IEPs / LSPs) with children and monitor & report their progress	✓		A/I/R
Capacity to work with children with behavioural and emotional needs in order to improve their social skills and facilitate their learning	✓		A/I/R
Capacity to work cross-phase, i.e. with different age groups across the Falkland Islands Schools (3-16)	✓		A/I/R
IT literate - competent computer skills	✓		A
Relevant work experience (i.e. working with children, with or without SEND, in a school environment)		✓	A/I/R
Safeguarding trained to Level 1		✓	A/I/R
A working knowledge of a language in addition to English		✓	A/I/R
Experience implementing SEND Support Plans or knowledge of SEND systems in FIG		✓	A/I/R
Experience of working with children with emotional and behavioural needs, or physical and intellectual disabilities		✓	A/I

Person Specification:	Learning Support Assistant		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Personal Attributes:			
Demonstrates alignment with FIG's core values: **Diverse, Professional, Resilient & Resourceful** and the values of the Falkland Islands Schools: **Respect, Resilience and Curiosity**	✓		I/R
Enjoys working with students, demonstrates patience and understanding, and a willingness to support them	✓		A/I/R
High expectations of self and ability to adhere to professional standards	✓		A/I/R
Able to demonstrate confidentiality in the school environment and in the wider community	✓		A/I/R
Appropriate person to work with young people	✓		A/I/R
Able to take control of situations	✓		A/I/R
Ability to work as both part of a team & independently	✓		A
Ability to maintain successful working relationships with colleagues and other professionals	✓		A/I/R
Dedicated to promoting their professional development and achieving desired qualifications	✓		I
Calm, friendly and approachable attitude	✓		I/R
A positive and engaging personality	✓		I/R
Previous experience demonstrates punctuality and reliable attendance at work	✓		A/I/R
Physically fit to support a child during PE, swimming, in the playground and with personal care as required.	✓		A/I
Must be able to attend, and contribute to, team meetings	✓		I
Expertise or interest in art, music, craft, cooking or sport etc, to contribute to the extra-curricular offer		✓	A/I/R
Ability to pass FIG minibus test		✓	A/I
Education and Qualifications:			
Evidence of a good level of literacy and numeracy (i.e. GCSE Grade C or above in English and Maths) with a willingness to undertake relevant NVQ Level 2 training	✓		A

Person Specification:	Learning Support Assistant		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Education and Qualifications: *(cont)*			
GSCE grade C in ICT, ECDL or equivalent		✓	A
A levels, or other Level 3 qualifications		✓	A
Safeguarding / First Aid / Fire Safety training		✓	A
TEFL/EAL qualification or equivalent		✓	A
Current valid driving licence		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:
A – Application
I - Interview
R - Reference