



Job Description: Learning Support Assistant (Level 3)

Mission and Values

“Helping people living in extraordinary circumstances to live ordinary lives”

Values

Purposeful

We aim to achieve our vision by acting with purpose.

Reflective

We are solution-focused practitioners who continuously reflect on our practice and stay up-to-date with new developments.

Genuine

We act with authenticity, honesty and transparency. We value diversity & inclusivity and care deeply about our families & colleagues.

Aspirational

We strive for excellence and add value to people's lives. We are brave and take risks.

Joyous

We are passionate about learning and take pride in the achievements of our children, young people and staff across the Trust.

Learning Support Assistants (LSAs) at Kingsley Learning Foundation are vital to the success of our schools. They play a crucial role in providing support to our pupils with special educational needs and disabilities (SEND). You will give our wonderful pupils the best support possible.

Teaching and Learning

- **Curriculum Delivery:** Following the teachers planning and advice to lead the class in the absence of the class teacher.
- **Intervention:** To follow prescribed plans to support and deliver interventions to individuals and small groups when out of the classroom.
- **Individual Support:** To provide individual or group support to pupils, aiding them in accessing the curriculum, and developing their social, emotional, and life skills.
- **Behaviour Management:** To support pupils in developing positive behaviours and increasing their availability for learning.
- **Communication Support:** To support pupils with communication challenges to develop social interaction skills using the most suitable mode for each learner.
- **Personal Care:** To provide personal care for pupils, including toileting, feeding, and dressing.



- **Wider Support:** To engage with pupils during unstructured times, assisting them to access opportunities for joyous play, and fostering relationships.

Working with Others

- **Team Work:** To demonstrate good interpersonal relationships and communicate effectively as part of a class and wider school team.
- **Communication:** To effectively communicate with families to share pupil progress and successes, as well as giving professional, genuine feedback regarding pupils' daily presentation in class.
- **Professionals:** To collaborate with professionals to support holistic child development.

School and Classroom Processes

- **Safeguarding:** To follow safeguarding policies and procedures. Complete training relating to safeguarding, manual handling and health and safety. To manage own and pupil welfare effectively.
- **Preparation:** To prepare materials and resources for lessons and activities.
- **Documentation:** To maintain records of pupil progress.
- **Key Area of Responsibility:** Key area of responsibility to be decided with class teacher and department lead, for example, manage PE resources/ create learning boards etc.

Our LSAs work closely with teachers, other LSAs, therapists, and a range of other professionals to ensure that our pupils receive the support they need to achieve their full potential.

Person Specification: Learning Support Assistant (Level 3)

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Qualification/Training	<ul style="list-style-type: none"> • Demonstrable experience of working with individuals with SEND • Commitment to continuous professional development in accordance with the expectations of the Trust • Evidence of training within the area of SEND • Safeguarding training 	<ul style="list-style-type: none"> • Basic knowledge of first aid • NVQ level 3 or equivalent qualification in a relevant subject, accredited by an Ofqual registered body • GCSE Grade C in Maths and English or equivalent
Knowledge/Experience	<ul style="list-style-type: none"> • A desire to build a nurturing and supportive learning environment for pupils • A knowledge of safeguarding, confidentiality, security and data protection • An ability to respond to the emotional needs of pupils • An ability to lead learning activities, following planning 	<ul style="list-style-type: none"> • Experience of working in a school/special school setting • Experience and/or knowledge of working with children and young people with SEND • A good understanding of National Curriculum/ EYFS/ Post-16 and other basic learning programmes
Skills/Abilities	<ul style="list-style-type: none"> • Remaining calm and positive in challenging situations 	<ul style="list-style-type: none"> • Good computing skills

	<ul style="list-style-type: none"> • Ability to act on own initiative • Ability to motivate and encourage pupils • Good interpersonal and communication skills • Solution-focused • Ability to observe and monitor progress and maintain records • Ability to follow school processes to manage behaviour • Knowledge of de-escalation techniques 	<ul style="list-style-type: none"> • An ability to adapt work to meet the needs of pupils • An understanding of how to combine EHCP targets into classroom learning • Specific areas of SEND interest/ knowledge
<p>Personal qualities</p>	<ul style="list-style-type: none"> • An active listener • Calm, patient • A good sense of humour • Team player • Flexible attitude • Ability to lead and support other team members • Resilient, committed and punctual • To be able to meet the physical demands of the job 	<ul style="list-style-type: none"> • Ambition to progress