

### Job Description & Person Specification

<b>Job Role:</b>	<b>Learning Support Assistant (LSA)</b>
<b>Job Family:</b>	Support Staff
<b>Job Department:</b>	Education & Development
<b>Line Manager:</b>	Head of Development
<b>Responsible to:</b>	Head of Development
<b>Salary/Grade:</b>	Standard: A1 – A5    Specialist: B1 – B5
<b>Appointee Name:</b>	
<b>Appointee Signature:</b>	
<b>Date Signed:</b>	

Under the direction of the tutors, provide support and assistance in the development and education of our learners.

Undertake tasks related to the Learning setting and outside activities such as work placements and provide basic supervision and care skills.

Regular mandatory training to be undertaken to safeguard and promote the welfare of our learners at the EP and other premises.

In the absence of the tutor the post holder may be required to deliver prepared and planned lessons to a small group.

To assist and attend to learners' personal needs.

#### Key accountabilities, duties and responsibilities

- The core role of the LSA is to provide tailored support to learners to enable them to gain, learn from, develop and maintain their work and living skills and to make a positive progression on to paid sustainable employment
- To assist in the supervision of learners within and outside the learning setting, including in communal areas, work placements, other sites or on visits outside the EP
- To provide simple medical aid as and when necessary and take all reasonable measures to ensure health and safety within and outside the EP
- To provide care, attend to learner's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements utilising a wide range of skills, with support and supervision from teaching staff and other professionals
- To assist in supervising the activities of individual and small groups of learners, who have complex needs, in order to ensure their safety, facilitate their education development and develop a supportive and caring relationship
- To assist in physical tasks relating to the care of learners and their individual personal and therapy needs
- To support learners with Autistic Spectrum Disorder (ASD) and be committed to supporting an individualised and flexible curriculum which promotes independence, flexibility of thought and sensory integration
- To maintain records of learner's progress as instructed by the tutor, including input to monitoring and reviewing of work programmes
- To prepare display materials and teaching aids, undertake simple maintenance and repair and clean and tidy up after use. To undertake other relevant duties allocated at the discretion of the tutor or members of the Senior Leadership Team (SLT)

**Support for the Tutor**

- To observe learners, monitor and report back to teaching staff on problems, progress and possible developmental needs utilising specialist knowledge and experience
- To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids
- To undertake other relevant duties allocated at the discretion of the tutor, or the SLT

**Support for the Curriculum**

- To assist in the delivery, adaptation and interpretation of education work programmes by undertaking individual, learning activities, as directed by the tutor, in order to further the educational development of learners. This may be in a specific area of competence, specialist knowledge or experience.

**Authorised to**

- Provide medical care to learners in line with Individual Healthcare Plans
- Have access to learner's assessment records and data as part of the duties described above, following the EP's guidelines with regard to confidentiality

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b>            This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the EP's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b>            The jobholder is required to follow all of the EP's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b>            The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b>            The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

**Equality and Diversity**

The Education Provision and the Trust are committed to equality and value diversity. As such the Education Provision and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Education Provision premises and those where Education Provision services are provided.

**This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.**

**The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.**

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> <li>• Basic knowledge in literacy and numeracy.</li> <li>• Be willing to undertake and implement training including PECS, TEACCH and Team Teach training (physical intervention for the management of challenging behaviour)</li> <li>• Be willing to undertake and implement training in manual handling, personal care (including feeding and toileting), medical needs and fire evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited qualifications</li> <li>• Experience in using PECS, TEACCH and/or other approaches which support the SPELL framework</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Model professional communication with children/young people and other adults</li> <li>• Ability to provide feedback on Learners participation and achievement</li> <li>• Be willing to attend and contribute to multi-agency meetings</li> <li>• Be able to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people with complex needs</li> <li>• Be aware of the need for risk assessments and safe systems</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Be highly motivated</li> <li>• Be able to follow instruction and work independently</li> <li>• Be committed to supporting an individualised and flexible curriculum which promotes independence, flexibility of thought and sensory integration</li> <li>• Promote independence</li> <li>• Respect confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• IT competence</li> <li>• Organised</li> <li>• Aware of time pressures and the need for effective time management</li> <li>• Able to meet deadlines</li> </ul>
Personal Qualities and Commitment	<ul style="list-style-type: none"> <li>• Flexibility and adaptability</li> <li>• Be able to use initiative and be willing to suggest initiatives to others</li> <li>• Remain calm when dealing with challenging behaviour</li> <li>• Have a sense of humour</li> </ul>	