



## Job Description and Person Specification

<b>Post Title</b>	<b>Learning Support Assistant</b>
<b>Salary</b>	ISR 8-13 £16,626 - £17,391 fte (will be pro-rata'd)
<b>Purpose:</b>	To assist in the support for all pupils accessing Inclusion services.  To work with individual pupils or small groups of pupils who complete their lessons within the Inclusion services.
<b>Reporting to:</b>	The SENCo / Senior lead for inclusion
<b>Working Time:</b>	Negotiable to a maximum of 33.3 hours per week / 39 weeks per year; Monday to Friday. Work pattern by agreement.

### Specific Areas of Responsibility

<b>Success Measures</b>	<ul style="list-style-type: none"> <li>Identified students making expected progress in all subjects</li> <li>Reduction in the number of behaviour incidents on SIMS</li> <li>Improved attendance of students accessing Inclusion services</li> </ul>
<b>Main duties</b>	<ul style="list-style-type: none"> <li>Working with individual or groups of pupils to support them in completing their work</li> <li>Plan and deliver individual / group programmes according to the needs of the pupils</li> <li>Use specialist skills to support pupils, fostering resilience and/or social skills</li> <li>Liaise with and establish constructive relationships with, outside agencies and parents as necessary, and under guidance from lead staff where required</li> <li>Liaise with teachers and other support staff about the needs and progress of the pupils receiving this additional support. Ensure this is shared with mentors prior to parents evenings and reports being sent home</li> <li>Develop good relationships with pupils and promote their self esteem</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>To keep records of involvement with individuals and groups</li> <li>To provide evidence of individual / group performance and outcomes from interventions</li> </ul>

### Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

### Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be {School}.

### Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

*GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.*

<b>Person Specification LSA Inclusion</b>	<b>Essential/Desirable</b>
Knowledge of ICT skills to support the data management of the school system and the analysis of pupil progress	<i>D</i>
Ability to work in a team and individually	<i>E</i>
Ability to access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email	<i>D</i>
High level of IT competence in Excel and Word, literary and numeracy skills	<i>E</i>
Good written and verbal communication skills and be able to relate well to pupils, school staff and other organisations	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for self-improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Ability to maintain confidentiality in dealings with pupils	<i>E</i>
Demonstrates an understanding and awareness of child behaviour	<i>D</i>