

JOB DESCRIPTION

Position Title:	Learning Support Assistant	Date Finalised	December 2024
Hours:	<p>Hours from 8.50am – 3.05pm daily, including INSET days</p> <p>A term time contract is for 40 weeks per year; however the academic year is only 39 weeks. Consequently, the balance of days is to be worked either as extra hours in term time (e.g. staff meetings/training) or during school holiday periods, the actual details to be agreed between the line manager and the candidate, and are subject to the needs of the school. Employees are expected to attend school for CPS INSET days.</p> <p>Non-teaching staff are required to take their own holidays during the school holiday periods.</p>		
Teaching/Non Teaching:	Non-teaching		
Department:	AEN		
Team:			
Reports to:	SENCO		
Subordinate Positions:			
Job Summary/Purpose			
<p>The Inclusion and Additional Educational Needs Department (more commonly referred to as AEN) strives to ensure that each student is valued, can actively engage in the curriculum and broader life of the school and acquire skills which will enable them to enjoy independence and life-long learning opportunities.</p>			
Primary Responsibilities			
<ul style="list-style-type: none"> • To make provision for the best possible progress of our young people with Special Educational Needs & Disability (SEND). • To provide flexible support and advice, where applicable, for all children experiencing barriers to learning, including those with emotional, health & social difficulties. • Provide mainstream lesson support, working with specific student/s across the curriculum. • The LSA may also deliver some small group or individual support in the Inclusion Department as required. • In addition to academic support, all LSAs provide an invaluable 'friendly ear' for those children who sometimes require a sympathetic listener to boost morale. • When classroom support or support in our Inclusion Department is not required, LSAs are expected to help in the department or around the school doing various admin jobs e.g. laminating, putting up displays in departments, helping and preparing for whole school events e.g. Sports Day. 			
Are there line management responsibilities?		No	
Other relationships within the school i.e. which parts of the school will this role work closely with?			
Other members of staff and students			
External Relationships i.e. which external stakeholders will this role work closely with?			
<p>Outside agencies working with our students</p> <p>Parents / carers</p>			

Critical Skills	
Resourceful and adaptable Physically fit Able to show initiative Quick thinking and calm under pressure Resilient Determined Caring Sense of humour Professionally discrete and able to respect confidentiality	
What financial responsibility (if any) does this position have?	
None	
Experience, Qualifications, Technical Requirements, Education	Required/Preferred
Previous experience in an educational setting, particularly working within an Inclusion Department GCSE English and Maths pass Empathy with young people Good interpersonal and communication skills	Preferred Required Required Required
<p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	