



## THE FEDERATION OF HEATHFIELD AND ST FRANCIS

The Federation of Heathfield and St Francis 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 Barring checks along with other relevant employment checks. Our purpose is to enable pupils with Special Educational Needs to maximise their potential in all areas of their development. As a federation community we celebrate achievement and always aim for progression.

### **LEARNING SUPPORT ASSISTANT (LSA Level 3)**

This document should be read in conjunction with the LSA 3 role profile determined by Hampshire County Council (attached).

#### **Main Purpose of the Role**

To work in partnership with teachers to enable pupils to participate fully in all aspects of school life.

#### **Main Responsibilities**

The role embraces the four elements of support for pupils, teachers, the curriculum and the whole federation and may be based in any area of the federation or across the federation as required.

- Embrace the federation and schools' vision and values.
- Be vigilant in taking responsibility for safeguarding children and comply with the federation's safeguarding policy.
- Provide support for pupils' welfare and personal/intimate care.
- Provide support for the delivery of the curriculum, working predominantly with individuals and groups under the guidance of the teacher.
- Assist in the assessment and testing of pupils, and review of their progress.
- Contribute to planning of lessons and individualised programmes, and preparation of resources.
- Carry out specialist strategies and techniques in relation to pupils' special educational needs.
- Provide support to pupils in managing their behaviour and staying on task and monitor and support pupil well-being.
- Develop independence in all aspects of learning, while maintaining high quality and vigilant supervision of pupils.
- Liaise with parents/carers and other professionals as required, under the direction of the teacher.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- Contribute to the achievement of key objectives in the Federation Improvement Plan by supporting the teacher with improvements in the classroom, supporting the school's wider role in the community.
- Undertake whole class supervision for a day or days at a time in the absence of the class teacher as required and according to the needs of the school.
- Plan and deliver lessons as required.

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#### **GENERAL RESPONSIBILITIES FOR ALL STAFF**

- All staff have a responsibility to work within the federation's Child Protection and Safeguarding Policies. Failure by a member of staff to report actual or reasonably

suspected physical, sexual or emotional abuse or neglect of a child may be considered a disciplinary offence.

- All staff have a responsibility to maintain the health and safety of themselves and others within the performance of their duties in accordance with the organisation's health and safety policy and to undertake specific health and safety responsibilities as directed.
- All staff are expected to support a commitment to equality of opportunity.
- All staff are expected to work to the federation's policies and procedures and to act as positive role models for children and young people.
- As employees, all staff may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of pupils, information affecting members of the public, matters concerning staff and/or details of items under consideration of the charity. Under no circumstances should such information be divulged or passed to any unauthorised person or persons. This includes holding discussions with colleagues concerning learners in situations where the conversation may be overheard. Breaches of confidentiality will result in disciplinary action, which may involve dismissal.
- All staff are expected to use their utmost endeavours to promote the interests and reputation of the federation and any associated body.

*The post is open to development in such directions as the Executive Headteacher, in consultation with the postholder, may determine in order that its objectives may be achieved.*

*The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*

Signed:

Date: