



Job Title: Learning Support Assistant (LSA)

Reporting to: Head of Specialist Curriculum or
Specialist Academic & Study Support Coordinator
Line manager will be dependent on which team allocated too

Scale: Support Staff pay spine point 18
37 weeks, term time only

Hours: Up to 30 hours a week

Job Summary:

To main purpose of this role is to:

- Provide academic learning support for students with Special Educational Needs (SEN) on a one to one or small group basis both inside and outside of the classroom
- Work under the direct of teaching staff to support students to complete class-based learning activities
- Provide targeted support outside of the classroom to assist students learning and personal needs
- Ensure the individual learning and personal support needs of students are fully met
- Support students with the development of their social and emotional skills
- Accompany student to relevant support and therapy activities as needed depending on the individual needs of each student

Job Content

1. To provide one to one and small group support for identified students in class during timetabled activities under the direction of the course teacher. This will be across a range of courses from Entry Level to Level 3, including adult learners as required.
2. To assist in creating a supportive learning environment for students which enables them to develop increased independence and learning skills.
3. To support students to achieve their identified targets and to monitor and record student progress in accordance with direction from your line manager and in accordance with college quality assurance systems.
4. To provide personal care for identified, individual students where appropriate, once trained and/or qualified. This can include supporting students with feeding, toileting and accessing physiotherapy amongst other personal care needs.

5. To act as scribes/readers and invigilators where necessary for students with Special Access Arrangements in examinations; and with course work.
6. To support students as directed to access enrichment activities during the College day.
7. To support students accessing work placement opportunities across the Solent region, including attending work placements with students and monitoring their progress when required
8. To provide support and supervision for student's subject to special transport arrangements, ensuring they are safely monitored when accessing or leaving their mode of transportation.
9. To participate in student activities where appropriate including sports activities, performing arts events and other-directed student activities.
10. To work closely with Higher Level Teaching Assistants (HLTAs), Welfare Officers, teachers and managers regarding any concerns relating to student welfare, academic progress, personal development, social, emotional or behaviour concerns.
11. To assist in the identification of students with complex and specialist support needs and to liaise with/refer these students to the Head of Specialist Curriculum or Specialist Study and Academic Support (SASS) Coordinator for appropriate support and liaison with external services.
12. To ensure that all support actions are recorded on the College's MIS system.
13. To attend all relevant student and staff meetings and training.

Other key duties

14. To maintain a high level of awareness of the principles of safeguarding and child protection as they apply to vulnerable groups
15. To understand the duties and responsibilities arising from College policies and procedures relating to Safeguarding and Child Protection
16. To maintain an appropriate working environment in accordance with the College's Health and Safety Procedure
17. To participate in the Staff Appraisal system, attending training sessions as appropriate
18. Such other duties as may reasonably be allocated within the purview of the post by the Head of College or Vice Principals.

Signature of Job Holder: _____ Date: _____

Please print name: _____

Signature of Principal: _____ Date: _____

Please print name: _____