

**THE CITY OF LONDON ACADEMY  
(Southwark)  
Job Description**

<b>Post:</b>	Learning Support Assistant (LSA)
<b>Reporting to:</b>	Special Educational Needs Co-ordinator (SENCo)
<b>School Type:</b>	The City Academy is a publicly funded Independent school
<b>Salary:</b>	Starting from £14,862 per annum (which will be pro-rated to term-time only i.e. 39 weeks per year). The standard working week is 35 hours.

**JOB PURPOSE:**

- To assist teachers by providing classroom support to pupils with a wide range of severe learning, physical, social, emotional or behavioural difficulties
- To provide support to individual pupils or small groups of pupils such as those with visual impairment, hearing impairment, autism and so on
- To provide literacy and/or numeracy support to pupils with less severe special educational needs

**KEY RESPONSIBILITIES:**

**CLASSROOM SUPPORT**

- Assist teaching staff in preparation and maintenance of the learning environment
- Contribute to the planning and evaluation of learning activities
- Support the use of ICT in the classroom
- Assist teaching staff to develop the numeracy and literacy skills of pupils
- Observe and report on pupil performance
- Contribute to the management of pupil behaviour

**PUPIL SUPPORT**

**GENERAL SUPPORT**

- Establish and maintain relationships with individual pupils and groups of pupils
- Assist pupils improve their literacy skills
- Assist pupils develop their numeracy skills
- Help pupils to access the curriculum
- Promote pupils' social and emotional development
- Contribute to the health and well being of pupils
- Assist the SENCo and other teaching staff to make sure that all Health and Safety and security of pupils is maintained

- Develop and maintain strong internal and external links with those individuals and/or groups that provide support to pupils with special educational needs

### ***SPECIFIC SUPPORT***

**Assisting pupils in a one of more of the following ways, as directed by the SENCo, and as appropriate to qualifications and experience of the LSA**

- Provide assistance to pupils with bilingual/multilingual difficulties as required
- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Support pupils with behavioural, emotional and social development needs
- Provide support for pupils with hearing, visual or other physical impairment

### **DEVELOP OWN SKILLS**

- Review and develop own professional practice
- Provide a framework for own development and achievement by taking part in the Academy's staff performance management scheme
- Take part in training and development activities as directed by the SENCo or Vice Principal (Community) so that appropriate skills are developed

### **ADMINISTRATION**

- Contribute to maintaining pupil records
- Observe and report on pupil performance
- Maintain confidentiality of information regarding individuals or groups of pupils
- Keep accurate electronic records of all equipment faults or failures and report them to the appropriate senior manager
- Report Health and Safety issues in an accurate and timely manner according to Academy procedures

### **ACCOUNTABILITY**

#### **Key Performance Indicators:**

- Contribution made to improving standards within areas of responsibility;
  - pupils' learning,
  - improved ICT support mechanisms
  - own development
  - inputting new ideas
- Accuracy and detail recorded in relation to the individual education plan (IEP) or other statement of pupils' educational needs