

Post: Learning Support Assistant
Reporting to: Head of learning Support, Headmaster

Prior Park Schools

We are a family of schools comprising, Prior Park College, Bath, The Paragon Junior School (Bath) and Prior Park School Gibraltar. Each School provides a high achieving, co-education, Christian Education. Our encouraging ethos nurtures pupils to become confident, capable, compassionate and independent young people.

There are some 400 staff across PPS. The heart of PPS is the encouraging Catholic/Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independent minded young people.

The Role

Learning Support Assistant promotes good relationships with colleagues, pupils and parents throughout the school, fostering a feeling of 'belonging'. He or she supports and complements the work of the teachers for the benefit of the pupils and their learning, substantially contributing to a range of teaching and learning activities, working collaboratively with colleagues as part of a professional team. The LSA will plan, assess and deliver learning activities to individuals and groups. The post holder supports all pupils in their learning and development, treating them with respect and consideration, ensuring high expectations of all pupils' achievements and a commitment to raising educational standards. The LSA promotes positive values, attitudes and behaviour.

Role Duties

Some of the duties in this post involve:

Specific:

- To develop an understanding of the needs of the students in order to support them effectively.
- To provide support for identified students. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience.
- To provide support for students at unstructured times to aid social interaction and the development of social skills.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To act as a keyworker to ensure a smooth transition and management of the secondary school routine.
- To contribute to implementing strategies and recommendations from external agencies.

- To plan and deliver interventions for students with English as an additional language.
- To plan and deliver interventions. An ability to support students with dyslexia would be desirable.
- To provide relevant feedback to subject teachers and tutors.
- To liaise with the SENDCo on a regular basis.
- To attend team meetings.
- To fully engage with training opportunities and to apply learning to improving practice.
- To devise and distribute information for teachers and parent/carers.
- To maintain records as required.
- To contribute to termly and annual reviews

Pastoral Care:

- assist in providing excellent pastoral care for each pupil, help pupils to develop their social and academic potential, encourage the social and emotional development of pupils;
- provide a stable, secure and supportive environment in the classroom; one in which the student can become independent;
- promote and safeguard the welfare of pupils with whom he/she comes into contact and comply with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Designated Safeguard Lead (DSL) or to the Headmaster.

General:

- To establish and maintain effective relationships and communication with staff, parents & students.
- To uphold the high standards of Prior Park School in all communications.
- To play a full part in the life of the School community, supporting its mission & ethos.
- To adhere to the School's policies.
- To undertake any other duties that the Head Teacher feels appropriate in accordance with responsibility of the post.

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the School.

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Educated with a good basic education to GCSE level in literacy and numeracy, or the equivalent • NVQ3 in child care or a relevant qualification 	<ul style="list-style-type: none"> • Qualifications/ training relating supporting students with EAL. • Qualifications/ training relating supporting students with Dyslexia.
Experience	<ul style="list-style-type: none"> • Demonstrate experience of working with children 	<ul style="list-style-type: none"> • Experience of work as a TA/LSA • Experience of supporting/teaching students with EAL • Experience of supporting/teaching young people with dyslexia
Knowledge	<ul style="list-style-type: none"> • Sound literacy and numeracy skills • Knowledge and understanding of conditions experienced by SEND students 	
Skills and competences	<ul style="list-style-type: none"> • A willingness to engage with strategies to support SEND students. 	<ul style="list-style-type: none"> • Comfortable with the use of IT as a means of communicating and sharing information.

	<ul style="list-style-type: none"> • Demonstrate an ability to maintain confidentiality, empathy, flexibility, good organisation skills • Demonstrate an ability to work with guidance, but under limited supervision • Demonstrate an ability to liaise and communicate effectively with others; • Demonstrate an ability to prioritise tasks and meet deadlines • Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands. • Demonstrate a commitment to the safeguarding and welfare of all pupils 	
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Child Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

“In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category, covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General



Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.”