



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### LEARNING SUPPORT ASSISTANT INTERN (University Industry Placement)

#### JOB DESCRIPTION

<b>Reporting to:</b>	SENDCo
<b>Hours:</b>	33.5 hrs/wk, 38 weeks p.a. (plus holiday pay) FTE 0.7553  Actual: 8:30-4:30 Monday, 8:30-3:30 Tues-Fri; Term time only.  Duties: one 2 <sup>nd</sup> break and one lunch duty a week included. Additional paid lunchtime duties available upon request.
<b>Role Objectives:</b>	<ol style="list-style-type: none"><li>1. Working in partnership with the class teacher, <b>to support the education, personal and social development of pupils in the class</b>, including those with special educational needs and/or bilingual needs, and to establish positive relationships with pupils</li><li>2. To be <b>proactive in identifying and supporting needs</b> as they arise, communicating needs appropriately with relevant staff and professionals</li><li>3. To be a <b>trusted adult</b> (named LSA keyworker) to enable implementation of SEND Code of Practice</li><li>4. To work within school policies and procedures with an up-to-date understanding of <b>Keeping Children Safe in Education</b> and related Safeguarding, Child Protection and Code of Conduct requirements</li></ol>
<b>Prescribed Duties:</b>	<p><b>Working in partnership with the class teacher, to support the education, personal and social development of pupils in the class, including those with special educational needs and/or bilingual needs, and to establish positive relationships with pupils</b></p> <ul style="list-style-type: none"><li>• Build productive working relationships with classroom teachers</li><li>• Implement structured learning activities and to assist individual/group of pupil/pupils to complete tasks</li><li>• Ensure that students have engaged effectively with assessment and feedback, liaising with the teacher as appropriate</li><li>• Ensure that students are engaged with lessons as they are taught, redirecting prompting or interacting with students as required towards the teaching and materials.</li><li>• Support specialist interventions as directed by professionals, including sharing key strategies with teachers</li><li>• Planning and delivering one-to-one and group work support as appropriate</li></ul>

	<ul style="list-style-type: none"> <li>• Providing information for use by the teachers to enable the best outcomes for SEN students</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> </ul> <p><b>To be proactive in identifying and supporting needs as they arise, communicating needs appropriately with relevant staff and professionals</b></p> <ul style="list-style-type: none"> <li>• Use a range of behaviour for learning strategies to support the climate for learning in the classroom, including circulating, checking and employing de-escalation strategies as appropriate</li> <li>• Work collaboratively with students and teachers to identify areas of needs (as they arise), devising individual targets and reviewing effectiveness of strategies with students</li> <li>• Monitor student well-being and attendance, and work collaboratively with the Pastoral Teams to improve these areas</li> <li>• Assist in the monitoring/recording of pupil progress, problems and developmental needs, ensuring that all relevant staff are aware of key information</li> </ul> <p><b>To be a trusted adult (named LSA keyworker) to enable implementation of SEND Code of Practice</b></p> <ul style="list-style-type: none"> <li>• To develop positive relationships with pupils to assist pupil progress and attainment</li> <li>• To establish constructive relationships and communicate with families/other agencies/professionals, to support achievement and progress of pupils</li> <li>• To undertake activities in monitoring the personal social and emotional needs of pupils</li> <li>• To assist in the specific medical/care needs of pupils when specific training has been undertaken</li> <li>• To ensure that key students' passports and plans are kept up-to-date and relevant to individual needs (Edukey)</li> <li>• To assist in pupil supervision and assist in the management of pupil behaviour</li> <li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Administrative support within department including exam dispensation referrals, annual reviews etc., where appropriate</li> </ul> <p><b>CPD</b></p> <ul style="list-style-type: none"> <li>• Engage with Appraisal and whole school and career specific CPD</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Evaluate training needs</li> <li>• Attend and participate in regular meetings which support SEND students and the implementation of whole school strategic priorities</li> <li>• Participate in training and other learning activities as required</li> </ul>
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	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To support the SENDCo and Assistant SENDCo in promoting inclusion and the SEND Code of Practice.</li> <li>• Develop and maintain an awareness of the business of the school and its curriculum, and to ensure that all duties are carried out with due reference to Safeguarding and confidentiality procedures</li> <li>• Embrace the school's ethos through its vision statement, which is rooted and grounded in traditional Christian values which foster dignity and respect for all and compassion and sensitivity towards others</li> </ul>
	<p><b>In addition</b></p> <ul style="list-style-type: none"> <li>• To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements</li> <li>• To contribute to the provision of a supportive, aspirational and effective environment for learning</li> <li>• To support the promotion of positive relationships with parents and outside agencies</li> <li>• To attend skill training and participate in personal/performance development as required</li> <li>• To take care of their own and other people's health and safety</li> </ul> <p><b>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</b></p>

Jan 2026