

**JOB TITLE:** Learning Support Assistant  
**LOCATION:** Windsor, Berkshire or Kingsley, Hampshire  
**REPORTING TO:** Head of School

## **PURPOSE OF THE LSA ROLE:**

To provide support to the Teacher whilst they perform their daily tasks in the learning environment with an assigned group of young people. Be responsible for making the learning environment ready for teaching prior to the beginning of each session and helping the teacher whilst the session is in progress. Ensure the pupils are following their schemes of work and life plans as set by the teacher. Outside session times perform administrative tasks and make sure that the teacher is satisfied with the learning environment. Take part in all kinds of sessions and activities throughout a typical working day. Ensure the safety and welfare of the pupils during on-site and off-site activities. Promote the aims of our organisation, and reinforce our ethos. Most importantly inspire our pupils to be kind, brave and honest and true to themselves.

## **MAIN DUTIES & RESPONSIBILITIES:**

Coaching assigned pupils, providing them with time to talk and in response give guidance and kindness.

Preparing the physical learning environment for sessions/workshops/activities.

Being 'on duty' at all break times to ensure a calm, safe environment for the young people.

Ensuring that learning materials are ready for use.

Helping the teacher to plan sessions.

Helping pupils who have learning difficulties to complete tasks.

Leading lessons for pupils as required; imparting your passions to our pupils.

Working 1-2-1 with pupils to accelerate their progress, and close learning gaps.

Taking charge of group activities and making sure all pupils are involved.

Initiate engaging activities related to cultural themes and personal interests.

Providing general encouragement for all the pupils in the class.

Taking extra time to explain the learning material to pupils who have not understood it the first time.

Helping teachers to assess the work and providing feedback to the pupils.

Keeping parents informed of the progress of the young person and listening to any queries.

Keeping classroom records and notes about the progress of all pupils.

To reinforce boundaries at all times, and ensure safety and well being.

To plan opportunities to develop social, emotional and sporting needs of each pupil.

To actively participate in staff briefings and team meetings where appropriate.

To fully embrace school life including involvement and attendance in trips and other school events.

**As the school develops, additional tasks may be required and added to this job description.**

**All staff members are expected to go above and beyond the call of duty, and get stuck in wherever they are needed, no matter what the project.**

## **KEY CRITERIA:**

This position requires a proactive self-starter, who initiates ideas and activities and invests fully in our pupils successes and their interests to build their self esteem. We are seeking innovation, energy, and positivity whilst balancing the views and responsibilities of others, whilst working cohesively within our team.

We require a calm, polite, non-judgemental person who can work quickly and precisely, can multi-task and organise their work despite interruptions to deliver to deadlines.

Be honest and approachable, and be open to feedback and other people's ideas to best engage with pupils and perform all other duties.

It is a busy and varied role which suits a person who can rapidly re-prioritise depending on the circumstances at the time, and consequently has excellent attention to detail.

Being farm-based, this position requires a love of the outdoors and animals. Experience in these areas is an advantage.

In addition, we require excellent interpersonal skills to liaise with colleagues and visitors, and clear precise written and verbal communication skills.

Good literacy and numeracy skills are essential, with knowledge of Google technology, and Arbor an advantage.

Experience of working with school Health and Safety standards.

We are committed to safeguarding and promoting the welfare of children, young people and animals and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

## **COVID-19 CONSIDERATIONS:**

We are taking all possible and reasonable precautions to ensure our staff are protected whilst the quality of care and education provided to the young people doesn't suffer.

COVID-19 precaution(s):

- In person interview process, with lateral flow test required before entry.
- Personal protective equipment provided or required for interview
- Temperature screenings
- Social distancing guidelines in place
- Sanitisation, disinfection or cleaning procedures in place