

## Job Description for Specialist Learning Support Assistant (Zen Den)

**Name:**  
**Job title:** Specialist Learning Support Assistant (SLSA)  
**Responsible to:** Deputy Headteacher  
**Salary:** Scale 6  
**Job Evaluation ID:** 4173

### Vision

*Striving for excellence in everything we do*

### Purpose

Our core purpose at Becontree Primary School is to deliver highly effective teaching and learning within a culture of challenge, nurture and support in line with our core values of “Respecting One Another” and “A Growth Mindset”.

As the SLSA, you are a member of the school’s Inclusion team which is led by the Deputy Headteachers and SENDCo. You will contribute to a wide range of teaching and learning activities, including the delivery of interventions for individuals and groups of children, including those with Special Educational Needs and Disabilities and assist and support the work of qualified teachers in both mainstream classes and our internal inclusion bases for children with significant Complex Needs or Autism.

You will lead on an identified area of need linked to the school’s context and school development priorities. This specialist responsibility will be negotiated with you, taking account of (where possible) your current skills, experience and areas of expertise.

You will work closely with the Deputy Headteachers, SENDCo, and class teachers.

### General responsibilities

Working under the general supervision of a teacher and when delivering interventions, you are responsible for:

- a) Promoting a safe, calm and well-ordered environment for all pupils focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- b) Understanding the duties and responsibilities in relation to child protection and safeguarding children and young people.
- c) Understanding fully the school’s Child Protection policy and ensure all issues relating to pupils’ safeguarding are reported immediately to the designated members of staff.
- d) Supporting the school’s team ethos by working in partnership with teachers, leaders and other staff to deliver high quality educational experiences for pupils at the school.
- e) Taking responsibility for your own professional development by positively engaging in appraisal activities and actively participating in appropriate training, including Team Teach.
- f) Fulfilling First Aid and personal care responsibilities, and playground supervision as detailed in school duty rotas.
- g) Assisting and teaching pupils to take care of their own basic health and hygiene needs. This may include changing soiled nappies, where a personal care agreement has been made with parents/carers.

**As an LSA, you are specifically responsible for:**

#### **1. Setting high expectations which inspire, motivate and challenge children by:**

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a) demonstrating a high standard of professional conduct, at all times, in line with the school vision, values and core purpose. ***Please refer to the Staff Code of Conduct for full details of expectations.***

b) being a positive role model for pupils in relation to attitudes, values and behaviour which are expected of pupils at the school.

c) building and sustaining positive relationships with all pupils, other professionals and parents/carers.

### **2. Promoting good outcomes and progress for all children by:**

a) being accountable for progress and outcomes for the individual pupils/groups you work with, including those with Special Educational Needs and Disabilities.

b) being aware of pupils' capabilities and their prior knowledge, and contributing to planning to build on these.

c) demonstrating knowledge and understanding of the different ways children learn to ensure they are engaged in learning activities.

### **3. Demonstrating good subject and curriculum knowledge by:**

a) having a secure knowledge of the relevant subject(s) or lesson content that you deliver as part of interventions or as support within whole class lessons.

b) demonstrating an understanding of and take responsibility for promoting high standards of literacy, through the correct use of standard English.

### **4. Deliver well-structured lessons by:**

a) following plans provided by the SENDCo/class teacher for a group or an individual pupil.

b) preparing and developing additional resources to support learning as appropriate, including assisting with displays and resources in class rooms and other areas of the school.

c) using ICT as a teaching resource for learning, both personally, and to advance pupils' learning.

d) delivering effective interventions that support pupils' learning and development, which includes effective and sensitive communication.

e) providing effective support and supervision for pupils as part of enrichment and off - site visits.

### **5. Adapt teaching to respond to the strengths and needs of all children by:**

a) having a clear understanding of the needs of all pupils, including those with additional needs through consultation with class teachers.

b) using agreed approaches as part of teaching which enable all pupils to access learning.

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### 6. Support accurate and productive use of assessment by:

- a) monitoring progress and feeding back to class teachers how well pupils have responded to planned learning activities.
- b) giving pupils regular feedback, both oral and written, about their learning.

### 7. Manage behaviour effectively to ensure a good and safe learning environment by:

- a) enforcing clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good behaviour around the school, in accordance with the school's behaviour policy.

### 8. Fulfil whole school responsibilities by:

- a) developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- b) taking responsibility for improving teaching through appropriate professional development.

Please also refer to our **Staff Code of Conduct** and **Expectations for LSAs**.

### Specialist Responsibilities

As an SLSA, you are specifically responsible for:

- a) Working in partnership with a member the SENDCo/Deputy Headteachers to agree improvement priorities and planning for the effective implementation of these priorities.
- b) Contributing to short and medium - term planning for learning to ensure the provision meets the needs of identified pupils.
- c) Maintaining up to date records about children's progress and attainment to inform future planning.
- d) Contributing to progress reports for pupils as requested by a member of SLT or other professionals/external agencies.
- e) Providing advice and support to other colleagues to ensure the effectiveness of provision.
- f) Promoting the outcomes of your work through displays and communications with other members of the school community, including governors.

### General Accountabilities

1. Ensure compliance with, and actively promote, the Council's Equalities and Diversity and Health and Safety policies and strategies.
2. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
3. Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
4. Fulfil all Safeguarding requirements in line with school policy.
5. Fulfil duty of care in line with school Health and Safety policy.

***The above responsibilities and expectations are neither exclusive nor exhaustive and the SLSA may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the individual.***



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The SLSA reports to:

SENDCo  
Deputy Headteacher

**SLSA :** \_\_\_\_\_ **Date:** \_\_\_\_\_.

**Headteacher :** \_\_\_\_\_ **Date:** \_\_\_\_\_.