



Job Description – **6th Form Learning Support Assistant (LSA)**

Reports to:	6 th Form Tutor Lead
Direct reports:	n/a
Location:	West Heath School – Sevenoaks/ Mid Kent College
Hours:	32.5 hours per week/ 39 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at West Heath School. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

LSA's provide support for students with their social, emotional, behavioural and mental health needs by working as part of a multi-disciplinary team, throughout the school under the management of Line Management and working together alongside the Teacher as relevant.

Main Duties and Responsibilities

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the students whilst they attend the school and any off site provisions
- To be adaptable and think on your feet, always keeping in mind the end goal for the students you are working with
- To support students with their education, providing in-class support and 1:1 environments as directed by the teacher
- Support social interaction between students at social times as guided by your Line Manager
- Support students when they are out of lessons, including those who abscond
- To lead by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable. Always ensure that students receive a fresh start every lesson and every day

- Support teachers to best meet the needs and requirements of the students' education
- To be professional at all times, towards both the students, staff, parents and any visitors.
- Be consistent in your approach and have a firm, yet fair manner
- To be a reflective practitioner, always striving to improve your practice
- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the students
- To be flexible and adaptable depending on the day to day requirements of the school
- Undertake physical intervention 'Team Teach' training and use skills as and when required

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.

- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: 6th Form LSA

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> NVQ Level 2 or 3 Supporting Teaching & Learning or equivalent GCSE in English Maths grade 4 or above, or equivalent 	<ul style="list-style-type: none"> KCC Minibus Driving training
2. Experience	<ul style="list-style-type: none"> Working in a school (or college for 6th form) environment Working 1:1 or with groups of students 	<ul style="list-style-type: none"> Experience in SEN/ SEMH School/ college Experience of working with students with Mental Health difficulties
3. Knowledge and skills	<ul style="list-style-type: none"> Pastoral Skills Good standards of written and verbal English Organised Pro-active Supporting learning in a pastoral or classroom setting Excellent Microsoft office skills 	<ul style="list-style-type: none"> Understanding of SEN & experience of working with students in SEN environment Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	<ul style="list-style-type: none"> Professional Ability to follow procedures/policies Ability to work as part of a team and independently Ability to communicate effectively with students Ability to take the initiative when required Ability to be confidential and sensitive. 	
5. Personal Qualities	<ul style="list-style-type: none"> Student focused Team player Emotionally robust Resilient Sound communicator Driven Innovative Ability to work in a way which reflects the Schools values/ ethos Working practice which encompasses equal opportunities Ability to work under pressure while recognising it in self and others 	
6. Other	<ul style="list-style-type: none"> Full Driving License Personal development - a strong interest in and commitment to continuous 	<ul style="list-style-type: none"> Willing to drive school minibus

	personal learning and development <ul style="list-style-type: none"> • Enhanced DBS • Commitment to Safeguarding 	<ul style="list-style-type: none"> • Access to own vehicle with Business Insurance
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Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.