



Wimbledon College

Learning Support Assistant Special Educational Needs Department

Job Title	Learning Support Assistant
Salary	Scale Point 11-17 (21 for additional qualifications or duties)
Line Manager	SENCO/Head of Faculty
Receives instructions from	SENCO/Head of Faculty/Subject Teachers
Purpose of job	To assist in the support and inclusion of children with special educational and behavioural needs including disability and medical needs.

Duties

A Supporting the pupil

To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupil/s to be supported.

Taking into account the learning support involved, to aid the pupil to learn as effectively as possible, both in group situations and on his own by, for example:

Clarifying and explaining instructions.

Ensuring the pupil is able to use equipment and materials provided. Help with creating resources.

Motivating and encouraging the pupil.

Working to develop skills such as language, social communication, reading, spelling, handwriting, numeracy, spatial co-ordination.

Working to develop pre-learning attitudes and behaviour such as the ability to focus, concentrate, persevere, problem solve, hypothesise, categorise, turn take and role-play.

Meeting physical needs as required. Meeting personal needs as required and to carry out physiotherapy exercises as directed by the Physiotherapist.

Contributing to the preparation and implementation of Individual Education Plans.

Developing appropriate learning materials and teaching resources.

Establishing and maintaining a supportive relationship with pupils.

Supporting the inclusion of pupils with special needs in the wider life of the school.

Developing strategies for promoting pupils' self-esteem.

B Supporting the teacher

To work under the instruction of teaching/senior staff in order to support access to learning

To take responsibility for developing a suitable programme of support for pupil.

To record the pupil's progress.

To contribute to Individual Education Plans (IEP), IEP reviews, and reports.

To participate with the teacher in the evaluation of the support provided.

To attend meetings with subject teachers and form tutors.

To provide regular feedback about the pupil to the teacher.

To provide feedback to the subject teachers on the appropriateness of teaching strategies and resources used with the class.

C Supporting the Curriculum

To develop knowledge of the curriculum.

To understand the National Strategies and their implications for pupils who require support.

To develop the skills to adapt subject-based activities and resources to meet the needs of the pupil, working with subject teachers.

D Supporting the School

Where appropriate, to develop a relationship to foster links between home and school.

To liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.

To contribute to reviews of children's progress, as appropriate.

To participate in relevant in-service training and actively seek other learning activities; working one week per year outside pupil term time.

To participate in annual appraisal meetings/performance development, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.

To participate in weekly LSA briefing.

To comply with school policies and procedures. Including safeguarding, health, safety and data security.

Reporting any concerns to an appropriate person.

To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.

To undertake other appropriate tasks as directed by line managers or the Head Master.

Hours

The day will be structured as follows:

1. LSAs working time will be calculated following the school day schedule of teaching periods (6 periods a day).
2. LSAs working period 1 will begin at 8.30am. This allows time to check in with the Senior LSA.
3. LSAs will have a 20-minute break during the morning. This break may or may not be scheduled to coincide with the pupils' break. The morning break will be included in the working hours of LSAs working periods 2 and 3.

4. LSAs will have a 30-minute break at lunchtime. This break may or may not be scheduled to coincide with the pupils' lunch break. The lunch break will be included in the working hours of LSAs working periods 4 and 5.
5. LSAs working period 6 will finish at 3.30pm. This allows for a debriefing at the end of the day.
6. LSAs finishing before period 6, will finish 15-minutes after the end of their last period of the day. This allows them to check in with the Senior LSA or Head of Special Needs to debrief.

Weekly LSA Meeting

There will be a weekly meeting for all LSAs at 3.10pm.

Salary Scale (Outer London Pay Spines)

scale	scale point	full year salary (as at 1.4.17)	post
SC2	11	19,896	starting point for LSA
	12	19,914	
	13	19,935	
SC3	14	20,007	
	15	20,136	
	16	20,181	
	17	20,472	top point for LSA without additional qualifications or duties
SC4	18	20,667	
	19	21,198	
	20	21,702	
	21	22,425	top point for LSA with additional qualifications or duties
SC5	22	22,956	starting point for Senior LSA
	23	23,577	
	24	24,279	
	25	24,999	top point for Senior LSA

Calculation of Pay

Pay will be calculated as a percentage of the week worked (by number of teaching periods available) and as a percentage of the year worked (usually 39 weeks):

$$\frac{\text{number of working periods}}{30} \times \frac{39 \text{ weeks worked + holiday allowance}^*}{52} = \text{£ percentage full-time equivalent (fte) salary}$$

* Holiday allowance is 6.6 weeks for those with less than 5 years service and 7.6 weeks for those with 5 or more years service. This includes bank holidays.

Annual Increment

Subject to satisfactory performance management outcome, LSAs will be entitled to an annual increment of one point on the salary scale until they reach the top of the salary range.

The annual increment will be payable from 1st September each year, regardless of when in the year the person was appointed.

For the purposes of the holiday allowance calculation, the fifth 1st September after employment will be considered the date at which the longer holiday allowance comes into effect, regardless of when in the year the person was appointed.