



## Learning Support Assistant / Higher Level Teaching Assistant

### Job Description

<b>Role title:</b>	<b>Learning Support Assistant / Higher Level Teaching Assistant</b>
<b>School:</b>	<b>The New School, 149 Central Hill, Norwood, SE19 1RT</b>
<b>Responsible to:</b>	<b>The Co-Headteachers</b>
<b>Hours of work:</b>	<b>4 days per week, Mon - Thu 8.30 am - 3.30 pm (incl 0.5hrs paid break)</b>
<b>Salary:</b>	<b>£14,400 or £19,200 (FTE £24,000 based on 4 dpw, term time)</b>

The New School is an innovative, non-fee-paying charity school for the ages 4 - 16 that opened in September 2020. We focus on building young people's sense of agency, their skills of self-direction, and their voice within a sociocratic structure.

We are looking to appoint a committed and enthusiastic combined LSA/HLTA who will support individual children or multi-age class groups, some of whom have SEMH needs. We currently have young people from Reception through to Year 9, and the age group for this role is dependent on relevant experience. All of our roles work flexibly across the school and combine aspects of one-to-one work, small groups and whole-class support.

We are an equal opportunities employer who is committed to diversity and inclusion in the workplace. We prohibit and stand firm against discrimination and harassment of any kind, including such based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the Equality Act 2010.

### JOB DESCRIPTION

## **Responsibilities**

The role will require you to work with young people in small groups, 1:1 and some supervision of whole classes. You must be confident and experienced in working with young people with additional needs.

### **Essential Skillset:**

- Be flexible and able to adapt to the needs of young people aged 4 - 16.
- Work with young people with complex needs in 1:1
- Model respectful communication, clear and consistent boundaries and exceptional interpersonal skills with young people and colleagues.
- Have a good understanding of child development, executive function difficulties, and neurodivergence and understand how to support young people with their learning and interpersonal skill development.
- Lead interventions for individual young people in literacy and numeracy as well as interpersonal skills and mentoring to enable them to access learning during lessons or self-directed time.
- Support individual young people's emotional well-being by following our community accountability protocols, restorative justice approach to harm and individual agreed strategies for young people with a personalised support plan.
- Support learning with small groups of young people.
- Liaise closely with the class teachers, the Co-headteachers, the Teaching and Learning coordinator, and the pastoral team to enact our Community accountability policy (behaviour policy) on how to best support young people.

### **Teaching and learning**

- Under the instruction of the Co-headteachers and the class teacher, support in the classroom, either with individual young people or small groups, to enable access to learning.
- Adopt relevant, inclusive strategies agreed upon with the class teacher to support the work of young people and, where appropriate, those with special educational needs and disabilities (SEND).
- Actively support and facilitate the involvement of all young people in learning and activities, liaise with the class teacher and the pastoral team about strategies to support young people's participation.

- Help the teacher to organise and manage the teaching space, creating resources to help maintain a stimulating, inclusive learning environment.
- To record young people's learning if working 1:1 and ensure feedback is given to the class teacher to support their formative assessment.
- Supervise a class if the teacher is temporarily unavailable.
- Support with any other relevant duties agreed upon with the Co-headteacher.
- Read and understand lesson plans shared before teaching sessions if available and prepare the classroom as agreed with the class teacher.

### **Pastoral Care**

- Read, understand, and action the school's pastoral, community accountability, and anti-bullying policy.
- Support young people with our principles and build caring and appropriately bounded relationships with young people.
- Support individual children with challenging behaviour or with emotional and social needs following conflict. Liaise with the pastoral team and the class teacher and follow protocols outlined in our community accountability policy (behaviour approach policy in other schools).
- Support a respectful, calm classroom environment without using rewards or punishments.
- Model respectful communication and behaviour using principles of restorative justice for resolving conflict.
- Support the growing autonomy and agency of young people with a strong awareness of appropriate expectations for each developmental age and stage.
- Maintain personal boundaries by adherence to the advice given to staff through training, school policies, the staff handbook and elsewhere.
- Align all parent communications with the class teacher and the Co-headteacher before communicating with families.
- Maintain up-to-date behaviour logs and actions on CPOMS.

### **Safeguarding**

- Understand our safeguarding duty as a priority at all times.
- To help promote and safeguard the welfare of all young people.
- To promote high standards and positive attitudes on the part of all young people and to implement procedures to encourage them.
- Ensure a high standard of care and good order for all children is maintained.

### **Professional duties and responsibilities**

- Support the ethos and principles of the school; be an ambassador for The New School.
- Work with others to coordinate teaching and learning.
- Take part in relevant team and circle meetings and actively participate in the school as it grows and develops.
- Undertake additional roles as agreed upon and described within school policies.
- Be proactive and take responsibility for matters relating to health and safety.
- Take responsibility for safeguarding the welfare of all young people.
- Be familiar with and act in accordance with all school policies and procedures.

The above list may not be exhaustive, and other responsibilities may be attached to the post occasionally. Variation may also occur to the duties and responsibilities without changing the general character of the post.