

Job Title:	Higher Learning Support Assistant		
Department:	Education	Section:	IJS&CE and FICS
Reports to:	Special Educational Needs Co-ordinator (SENCo)		
Grade:	Falkland Islands Government Grade – F		
Purpose of the Role:			
• To provide academic, social and emotional support that enables pupils, including those with additional needs, to access learning effectively. • To support and mentor learning support staff			
Key Role Activities:			
• To provide support for pupils, teachers and the school in order to raise standards of achievement for all pupils by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes. • To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life. • To complement teachers’ delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies. • To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources; to support newly recruited learning support staff. • In consultation with the Head Teacher or SENCo, to supervise whole classes occasionally during the short-term absence of teachers. • To actively promote the Directorate’s values and standards. • Comply with and assist with the development of policies and procedures including teaching and learning, safeguarding, health and safety, confidentiality and data protection			
Planning and Expectations			
• Liaise & work with the Deputy Head, SENCO, SEN Teacher and the teachers about intervention programmes • Use their area(s) of expertise to contribute to the planning and preparation of learning activities • Use their area(s) of expertise to plan their role in learning activities • Devise clearly structured activities that interest and motivate learners and advance their learning • Plan how they will support the inclusion of the children and young people in the learning activities • Contribute to the selection and preparation of resources suitable for children and young people's interests and abilities			
Monitoring and Assessment			
• Monitor learners' responses to activities and modify the approach accordingly • Monitor learners' progress in order to provide focused support and feedback • Support the evaluation of learners' progress using a range of assessment techniques • Contribute to maintaining and analysing records of learners' progress			

- Provide feedback and reports as required on achievement of learners to teachers and other professionals, as well as at multi-agency meetings if required

Teaching and Learning Activities

- Use effective strategies to promote positive behaviour
- Recognise and respond appropriately to situations that challenge equality of opportunity
- Use their ICT skills to advance learning
- Advance learning when working with individuals
- Advance learning when working with small groups
- Advance learning when working with whole classes without the presence of the assigned teacher
- Organise and manage learning activities in ways which keep learners safe
- Direct the work, where relevant, of other adults in supporting learning

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

LSA posts will be based in either IJS&CE or FICS, but the successful applicant may be required to work in any of the school's settings, according to the needs of the children/young people.

The working pattern is 37.5 hours per week, Monday to Friday, during term time, and includes 5 professional development days. You are expected to attend meetings and school events which occur outside of these hours.

Leave will comprise of school holidays only, although the Education Department reserves the right to nominate a minimum of 5 days and a maximum of 10 days (in total throughout the year) within any school holidays throughout the academic year as 'working days', during which you are expected to attend the school to work. No additional payment will be made for these days due to the enhanced pay arrangements for LSAs.

You will not, except in very exceptional circumstances (i.e. on compassionate grounds) be permitted to take any leave during term time.

Adherence to strict rules of confidentiality and following safeguarding procedures is paramount.

Criminal Record Checks:

This post is regarded as a 'sensitive' post. All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s). Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

The Falkland Islands Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and potential employees will be required to undergo pre-employment checks. Posts are subject to satisfactory checks and references.

Person Specification:	Higher Learning Support Assistant		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
Minimum of 5 years' experience of working as an experienced LSA or higher, in either primary or secondary sectors	✓		A/I/R
Demonstrated experience across at least two Key Stages	✓		A/I/R
Evidence of professional development in last three years	✓		A/I/R
Demonstrates ability to deal with organising day to day LSA cover	✓		A/I/R
A good level of computer literacy and able to present reports and spreadsheet data on SEN students	✓		A/R
Ability to engage and inspire others	✓		A/R
Ability to use ICT tools to develop learning	✓		A/I/R
Good communicator, be able to provide clear and appropriate information	✓		A
Positive behaviour management	✓		A/I/R
Knowledge and/or experience of inclusive SEN practices	✓		A/I/R
Evidence of reporting and providing feedback on student progress		✓	A/I/R
Experience of working with interactive whiteboards		✓	A
Can demonstrate leadership skills		✓	A/I/R
Knowledge of child protection and health & safety policies and procedures		✓	A/I/R

Person Specification:	Higher Learning Support Assistant		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Demonstrates alignment with FIG's core values: Diverse, Professional, Resilient & Resourceful and the values of the Falkland Islands Schools: Respect, Resilience and Curiosity	✓		I
Have high expectations of children and young people with a commitment to helping them fulfil their potential	✓		I
Establish fair, respectful, trusting, supportive and constructive relationships with children and young people	✓		I
Demonstrate the positive values, attitudes and behaviour they expect from children and young people	✓		I
Communicate effectively and sensitively with children, young people, colleagues, parents and carers	✓		I
Recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people	✓		I/R
Demonstrates a commitment to collaborative and cooperative working style with colleagues	✓		I
Improve their own knowledge and practice, including responding to advice and feedback	✓		I/R
Have high levels of emotional intelligence and resilience	✓		I/R
Demonstrates patience, self-motivation, an enthusiastic manner, flexibility and use of initiative	✓		I/R
Ability to maintain high levels of confidentiality	✓		I/R
Is able to engage and inspire others		✓	I
Capacity to take on extra-curricular activities		✓	I

Person Specification:	Higher Learning Support Assistant		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
Level 2 NVQ Supporting Teaching and Learning in School/working towards or equivalent in relevant areas	✓		A
A minimum of GCSE A-C in English and Maths or equivalent	✓		A
ECDL or equivalent IT qualification		✓	A
Current Team Teach or equivalent training		✓	A
Valid First Aid certification		✓	A
Swimming qualification		✓	A
Current valid driving licence		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:

A – Application

I - Interview

R - Reference