

LEARNING SUPPORT ASSISTANTS

WHY DO WE HAVE THIS POLICY?

Learning Support Assistants (LSAs) are deployed across all key stages to support pupils in both one to one and group situations within and outside of the classroom in order:

- ❖ to enable these pupils to access the curriculum;
- ❖ to assist pupils with their learning;
- ❖ to assist pupils with specific learning difficulties;
- ❖ to assist pupils who have English as an additional language;
- ❖ to keep pupils on task and help them to concentrate;
- ❖ to encourage independence and engender self-confidence;
- ❖ to foster self-esteem and promote a positive self-image.

HOW DOES THE SCHOOL RESPOND?

- ❖ The SENCo plans timetables for LSAs.
- ❖ The LSA is responsible for liaising with the subject teacher to ensure that he/she is fully aware of how he/she is to be deployed at that time.
- ❖ The LSA should maintain a daily log and provide the teacher with feedback about pupils' work.
- ❖ The teacher and LSA must liaise/communicate throughout the lesson as appropriate or necessary.
- ❖ Regular discussion should take place between the teacher and LSA to discuss education support plans. As a result, areas of need and strategies identified should lead to successful outcomes for pupils.
- ❖ Pupils should be guided to see LSAs as members of staff and must treat them at all time with equal respect.
- ❖ LSAs provide amanuensis and reading support for pupils, with access arrangements during examinations.
- ❖ LSAs assist the SENCo with recording pupil information and updating pupil files.
- ❖ LSAs assist the SEND Department in administering standardised reading tests.
- ❖ LSAs will meet regularly with the SENCo for consultation purposes.
- ❖ LSAs may be asked to attend annual review meetings if appropriate or necessary.
- ❖ INSET will be provided for all LSAs as part of their professional development.
- ❖ LSAs take a key role in the delivery of the school Catch-up literacy and numeracy programmes.

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- ❖ LSAs will take responsibility in keeping accurate daily records of pupils' outcomes of activities and progress during the school's Catch-up programmes.
- ❖ LSAs will be allocated duties to support school events such as sports day and celebrations to ensure that pupils of SEN and disability will have equal access to the wider curriculum and social community of the school.
- ❖ LSAs support the induction of new teaching assistants.

MONITORING AND EVALUATION

Notre Dame Catholic College is fully committed to supporting the learning needs of all pupils. The effective deployment of all Learning Support Assistants is reviewed at regular intervals by the SENCo in order to ensure that this is realised and thus improves pupil attainment and self-esteem.

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