

# Colnbrook School

***“Working Together... Achieving  
Together...Aiming Higher”***

A Specialist Primary School for Children with  
Learning Difficulties, Autism and Speech &  
Language Difficulties



Head Teacher: Caroline Aplin

**TITLE OF JOB** : **Apprentice Learning Support Assistant**  
**LOCATION** : **Colnbrook School**  
**GRADE** : **Apprenticeship - £6.40 per hour**  
**LINE MANAGER** : **Class Teachers**

## 1. JOB OUTLINE

### 1 a) REASON JOB EXISTS

To provide support to teachers in the management of pupils' learning.

### 1 b) DUTIES

- ◆ Attend to pupils' personal needs, including social, health, hygiene, intimate care, first-aid and welfare matters in line with school policy.
- ◆ Maintain high and realistic expectations of all pupils
- ◆ Provide administrative support to the teachers e.g. photocopying, symbol making, record keeping
- ◆ Assist with the development of individual education plans and personal care programmes
- ◆ Supervise and provide individual and group support for pupils with a wide range of special educational needs
- ◆ Provide effective feedback, in a manner which meets individual needs, to pupils about their learning which supports progress and achievement
- ◆ Annotate work completed by the pupil to a high standard and in line with the school requirements
- ◆ Use ICT for learning activities and support pupils to develop competence and independence in the use of ICT
- ◆ Use curricular knowledge or experience to support pupils' learning
- ◆ Liaise with parents and families as required and directed by the teacher
- ◆ Liaise with a range of other professionals where required and directed by the teacher
- ◆ Use initiative to develop and implement actions that will promote pupils' learning, progress and achievement
- ◆ To supervise pupils during a variety of activities and in a range of areas around the school e.g. the hall, playground, during lunch.
- ◆ To carry out any reasonable additional duties as directed by the Head Teacher and Deputy Head Teacher

### 1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

## **Colnbrook School**

Hayling Road, South Oxhey, Watford. WD19 7UY Tel: 0208 428 1281  
e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk) website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)

### **1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to safeguarding (including child protection), health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **1 e) DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

### **1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **2. SUPERVISION**

The jobholder is directly line managed by the class teacher in which class the Learning Support Assistant is working. Where a Learning Support Assistant is not directly assigned to an Assistant Head.

## **3. JOB CONTEXT**

The jobholder is one of a team of Learning Support Assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the needs of the pupils and school as a whole. The job holder is employed at the whole school and not to a specific class.

The principal focus of the job is to support individual and groups of pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupils.

## **4. CONTACTS**

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service).

## **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- ◆ Good numeracy and literacy skills
- ◆ Competence in the use of ICT to support teaching and learning
- ◆ Ability to work with a minimum of supervision
- ◆ Ability to work as a team
- ◆ Ability to be flexible and work to own initiative

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## **7. PHYSICAL EFFORT**

The role may require the moving and handling of children whose mobility is restricted at a given moment. Staff will be required to participate fully in physical activities such as swimming, PE lessons and trampolining, appropriate training will be given, if necessary.

## **8. WORKING ENVIRONMENT**

- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness
- You may be required to change nappies and assist with intimate care in line with our Intimate Care Policy
- You may be required to go swimming and in the pool
- The job may include administering medication
- The job may include delivering specialist medical programmes such as occupational therapy or physiotherapy

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