

Job Description for Learning Support Assistant

Post Title: Learning Support Assistant

Responsible to Deputy Head

Pay range H2/H3 (depending on qualification)

Purpose of Post - To support the education of pupils who need particular help to overcome barriers to learning. The post holder is one of a team of teachers and Learning Assistants who support the learning of the pupils. Flexibility by all staff is important to meet the needs of pupils. The job holder is managed by the Deputy Head. The jobholder works under the day to day supervision of the teacher to whom he/she is assigned. The principle focus of the job is to support individual pupils who have special education or additional needs. This requires the post holder to be flexible and understand the needs of the pupil. The job holder is required to contribute to and support the overall vision, aims and core values of the school and support the vision of the Trust.

Duties

The jobholder is expected to fulfil the duties listed below:

- Use specialist knowledge or experience to support pupils' learning.
- Communicate with class teacher to understand the planned adaptive strategies which will support the pupils to access the learning
- Use knowledge/understanding of behaviour as a form of communication to support pupils emotional needs
- Scaffolding and modelling learning so that pupils can complete tasks independently and gain in self-confidence
- Use knowledge/understanding to support sensory needs, facilitating a sensory diet that enables the pupils to be regulated and ready to learn
- Liaising with the Deputy, PE Lead and Sensory Lead to develop sensory activities personal to that child/ren
- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Keeping up to date with relevant documentation and advice from relevant professionals eg speech therapists, EHCP, CAPPS
- Monitor and evaluate pupils' progress and support in reviewing targets and maintaining records
- Provide administrative support to the assigned teacher, eg. photocopying, typing, filing and record-keeping, preparing resources
- Liaise with parents, carers and professional staff (such as speech therapists) in order to promote the learning objectives of each pupil.
- Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers.
- Assist with the development and implementation of provision maps, PLP's and personal care programmes
- From time to time supervise small groups during the short term absence of a teacher (meetings, training, short term illness)

Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop. Support and implement the schools Equality Scheme.

Health and Safety

Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection; and report all concerns to an appropriate person.

The job holder is expected to undertake safeguarding training and attend relevant CPD

DBS

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 Disclosure Bureau as part of the Trust's pre-employment checks.

Additional Information

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.

Supervision

The Deputy Head is the Line Manager The school's appraisal and performance management policies and practice determine the frequency of meetings.

No supervision of staff.

Contacts

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

Knowledge, Experience and Training

Experience of working with children of the relevant age and knowledge of the EYFS or KS1 curriculum

Understanding of behaviour as a form of communication and of sensory processing and emotional regulation.

Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.

Recognised childcare qualification equivalent to NVQ level 3

Basic knowledge of First Aid.

Ability to make effective use of modern technology to support pupils.

Ability to work with a minimum of supervision and within a team.

Ability to manage pupils' behaviour in a 1:1 situation and within a classroom setting

Physical Effort

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day environment?

The job may involve lifting children where mobility is restricted or in order to protect themselves or others. Appropriate training will be provided if necessary

Working Environment

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day environment?

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness