

## Letchmore Infants' and Nursery School



**Job Title: Learning Support Assistant**

**Pay grade – H1/H2 depending on experience**

### **Main purpose**

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

*N.B. The duties listed below are not an exhaustive list of requirements.*

### **Key responsibilities**

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Undertake moving and handling activities as required.

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.

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## **Job Context**

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provides assistance to pupils on social, welfare and health matters (toileting / dressing) and provides support to the teacher on behaviour management of pupils.

## **Knowledge, Skills & Abilities**

- Requires knowledge and procedures for supporting and leading learning activities.
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/carers.
- Be able to use highly specialised equipment requiring considerable precision e.g., use of hoists
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

## **Supervision**

- Works under the direction of the teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

## **Problems, Demands & Decisions**

- Working with individuals or small groups of pupils where work is regularly interrupted although this does not normally require switching from one activity to another.
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with severe disabilities or extreme behavioural issues.

## **Dimensions**

- May handle small amounts of cash for example, when accompanying pupils on school trips.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment, standard ICT equipment.
- Responsible for maintaining confidential pupil records.

## **Physical Effort**

- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.



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- When working with pupils with severe physical disabilities or behaviour issues may require regular periods of greater physical effort such as manoeuvring pupils with severe physical disabilities or behaviour issues.
- Assembly and clearing away of equipment; keyboard skills; & mobility aids.

### **Working Environment**

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- Regularly attending to the personal needs of pupils with special needs.

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### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **Safeguarding**

To be aware of and comply with Letchmore's safeguarding policies.

### **Data Protection**

To be aware of and comply with responsibilities under the Data Protection Act 2018 and General Data Protection Regulation for the security, accuracy and significance of personal data held on paper or electronic systems.

Staff members name: \_\_\_\_\_

Staff members signature: \_\_\_\_\_

SLT members name: \_\_\_\_\_

SLT members signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.



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This role will be reviewed annually as part of the PMD process

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