



Job Description – Learning and Personal Support Assistant

Reporting to: the Class Teacher, and Head Teacher while working at the school

With some additional hours outside of school time, working for the child's parents

The purpose of the role is to support the child's physical needs, thus enabling the child to learn as effectively as possible. The Learning and Personal Support Assistant (LPSA) will work in liaison with the Class Teacher, senior school staff, and external specialists.

Outside of school hours, and under a separate contract, the LPSA will accompany the child to physiotherapy and/or OT sessions and assist the parents in the family home.

Responsibilities:

A - Supporting the Child

1. To develop an understanding of the specific needs of the child to be supported
2. To support the child's physical needs, helping her with walking, moving around the classroom and the school generally, using the walker or other aids as required.
 - Attending to the child's personal and health needs, including taking the child to the toilet
 - To carry out daily exercises with the child, as prescribed by the Physiotherapy Consultant and OT consultant.
3. To aid the child to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
 - For example:
 - Clarifying and explaining instructions
 - Ensuring the child is able to use necessary equipment
 - Motivating and encouraging the child
 - Assisting in areas of specific weakness, such as gross and fine motor skills, dexterity, mobility skills or writing tasks
 - Helping the child to concentrate on and finish work set
 - Developing appropriate resources to support the child
 - Assisting in the management of child's social interactions and behaviour
4. To establish a supportive relationship with the child concerned
5. To establish acceptance and inclusion of the child in the classroom

6. To manage the child as advised by the Class Teacher, senior staff and any external advisors and professionals
7. To use methods of promoting / reinforcing the child's self esteem
8. To ensure the safety of the child while in your care
9. To carry out any specific duties as outlined in the child's EHC Plan
10. To support the child in any emergency situations, for example Fire evacuation.
11. To assist the child during swimming lessons, including swimming with the child.

B - Supporting the Class Teacher

1. To assist the Class Teacher and the OT to develop a suitable programme of support, and then carry out the programme, as agreed
2. To maintain the system of recording and monitoring of the child's progress
3. To provide feedback about the child's difficulties and/ or progress to the Class Teacher
4. To write reports about the pupil/s' progress as requested
5. To participate in the evaluation of the support programme
6. To help adapt/ find differentiated materials to enable the child to access the class curriculum
7. To report any problems about arrangements or any incidents to the Class Teacher

C. Supporting the School

1. To attend planning and evaluation meetings, staff meetings and relevant in-service training as requested.
2. To participate in the school's appraisal arrangements.
3. To assist in the implementation of the school's policies towards discipline, child protection and health and safety.
4. To be aware of confidentiality in issues of home/child/teacher/school work.
5. To communicate with parents with regard to organisational matters at the request of the Class Teacher.
6. To participate in and help with any outings or visits the class might undertake.

A. Supporting Child Protection

1. To take personal responsibility in providing a safe environment for children at all times
2. To maintain professional standards and adhere to health and safety requirements, as well as Child Protection/Safeguarding guidelines
3. To actively engage with and promote the School's Safeguarding Children Policy
4. To report any concerns relating to children's welfare to the school's Child Protection Officer immediately
5. To undertake regular Safeguarding and Child Protection training as instructed

- B. Supporting the Parents – Under a separate contract (7.5 hours per week)**
- a. To take the child to physiotherapy sessions as required and communicate relevant information back to the school and the parents
 - b. To carry out exercises with the child, as prescribed by the Physiotherapists.
 - c. To assist the parents in the family home by helping with snacks, homework and playtime.
 - d. To take the child to the park on occasion.

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