

<b>WILLIAM FARR CHURCH OF ENGLAND COMPREHENSIVE SCHOOL</b>	
<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>Learning Support Assistant Grade 2</b>
<b>POST HOLDER:</b>	
<b>GRADE:</b>	<b>WFPS 5</b>
<b>REPORTS TO:</b>	<b>Head of Learning Support</b>
<b>Hours Worked per Week:</b>	
<b>Weeks Worked per Year:</b>	
<b>Weeks Paid per Year:</b>	
<b>HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES</b>	
<b>1.</b>	<p><b>PURPOSE OF JOB:</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for specific tasks, in accordance with the Department Policy and practice.</li> <li>• To work with individual pupils/groups of pupils having special needs or particular needs, as directed by the teacher, Head of Department.</li> <li>• To deliver small-group behaviour management and social skills to pupils.</li> </ul>
<b>2.</b>	<p><b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b> <b><u>School-Related</u></b></p> <ul style="list-style-type: none"> <li>• Be responsible for particular learning areas, eg, literacy, numeracy, social skills, behaviour ASD.</li> <li>• Be responsible for planning and preparation of activities: <ul style="list-style-type: none"> <li>○ To be aware of differentiation and learning styles.</li> <li>○ Lesson plans for groups in accordance with schemes of work.</li> <li>○ Worksheets.</li> <li>○ Using ICT programmes.</li> </ul> </li> <li>• Assist with work experience students.</li> <li>• Review, revise and write <b>Student Passports</b>.</li> <li>• Be responsible for specialist equipment and department resources.</li> <li>• Help to organise and participate in meetings with Parents and Carers, eg: <ul style="list-style-type: none"> <li>○ Where applicable attend <b>SEND</b> Reviews.</li> <li>○ Assist with the distribution of paperwork to the relevant external agencies and parents/carers in preparation for <b>SEND</b> Reviews.</li> <li>○ When requested oversee <b>SEND</b> reviews.</li> </ul> </li> <li>• Assess and identify pupils in and out of the classroom.</li> <li>• Implement spelling and reading tests.</li> <li>• Train in the use of screening programmes.</li> <li>• Train in the use of any future ICT programmes.</li> <li>• Prepare work programmes for group of pupils/individual pupils e.g. <ul style="list-style-type: none"> <li>○ Personalised learning.</li> <li>○ PE programmes.</li> <li>○ Programmes for practical subjects.</li> <li>○ Alternative KS4 curriculum.</li> </ul> </li> <li>• Assist with the planning and preparation of activities.</li> <li>• Act in accordance with the school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</li> <li>• Know the Behaviour Policy, Care and Guidance Policy and Special Needs Policy.</li> <li>• Be able to work with children across the range of SEN.</li> <li>• Adapt resources, depending on the needs of the child, as directed by HOD</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver reading, spelling and numeracy programmes to individual pupils or groups of pupils during registration and/or lunchtime.</li> <li>• Monitor pupils' needs and report to designated person.</li> <li>• Keep records as required by the Department and the school.</li> <li>• Participate in the review system of <b>Student Passports</b> in accordance with departmental policy.</li> <li>• Keep behavioural records of pupils.</li> <li>• Use lesson records as directed by Head of Department.</li> <li>• Keep records of spelling, recording and numeracy for groups/pupils.</li> <li>• To be involved in some administrative tasks for the Department.</li> <li>• To be part of the <b>Development</b> Management cycle of the Department and the School.</li> <li>• Be familiar with all relevant <b>Education, Health and Care Plans</b> and <b>Student Passports</b> of pupils with SEN.</li> </ul> <p><b><u>Child-Related</u></b></p> <ul style="list-style-type: none"> <li>• Provide development and learning (physical, emotional, education, social).</li> <li>• Foster growth, self esteem and independence.</li> <li>• Observe and record development.</li> <li>• Carry out daily personal care and hygiene routines.</li> <li>• Assist with movement of children around the school.</li> </ul>
<b>3.</b>	<p><b>MANAGEMENT OF PEOPLE</b></p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>No direct line management responsibility but is required to support other Teaching Assistants which may include being shadowed or assisting with induction.</p>
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>Required to follow policies and procedures but may need to be creative when making suggestions to resolve a child centered problem and when assisting with developing activities.</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Liaise with other professionals on behalf of the teacher, Head of Department.</li> <li>• Contact parents on behalf of the Head of Department.</li> <li>• Liaise with professionals under the supervision of the Head of Department.</li> <li>• Contact Parents and Carers as requested by HOD/School.</li> </ul>
<b>6.</b>	<p><b>DECISIONS</b></p>
	<p><b>a) Discretion –</b></p> <p>Required to act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p>
	<p><b>b) Consequences –</b></p> <p>Impact on service to a child or group of children within the school, errors should be easily identified and resolved.</p>

7.	<b>RESOURCES</b> Learning resources.		
8.	<b>WORK ENVIRONMENT</b>		
	a) <b>Work Demands –</b>  Subject to conflicting priorities due to curriculum and care needs		
	b) <b>Physical Demands –</b>  Subjected to considerable physical demands due, for example, to height of furniture.		
	c) <b>Working Conditions –</b>  School based and may be required to undertake reasonable duties of a personal nature.		
	d) <b>Work Context –</b>  Potential risk to well being through undertaking personal care/hygiene duties and possible aggression from pupils/parents/carers.		
9.	<b>KNOWLEDGE AND SKILLS</b>  GCSE or equivalent in Maths and English  NVQ3 or equivalent  2 years relevant experience		
10.	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....