



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Learning Support Assistant (Lower School)</b>
<b>GRADE:</b>	<b>Scale 2, point 10 - 13</b>
<b>RESPONSIBLE TO:</b>	<b>SENCo</b>
<b>ACCOUNTABLE TO:</b>	<b>SENCo</b>
<b>HOURS OF WORK:</b>	<b>32.5 hours per week, term time plus 5 inset days</b>

### **Purpose of Job**

The person appointed should by experience, training or aptitude be prepared to demonstrate an ability to support the learning of children with a range of SEND to include:

- Cognition & Learning
- Communication and Interaction (Autistic Spectrum Disorder and Speech & Language)
- Social, Mental and Emotional
- Sensory and Physical

Support will be provided in the classroom and in 1:1 or group withdrawal sessions, and if necessary in the playground during breaks.

He / she will be responsible to the Special Educational Needs Co-ordinator (SENCO).

### **Principal Accountabilities and Responsibilities.**

1. To be committed to the principle of inclusive education by supporting the learning of students with a variety of needs in and out of the classroom, including some support during break time and lunch time and after-school on a rota basis.
2. Support identified students by:
  - Being familiar with targets on Individual Plans
  - Liaising with Key Workers and Subject Teachers
  - Helping students become independent learners
  - Identifying students' barriers to learning and help them access the curriculum

- Offering simplified or additional explanations
  - Helping students to develop their speech, language and communication skills and working with a speech and language therapist where appropriate
  - Offering support, as appropriate, with reading, written work and spelling
  - Ensuring the safety and integration of students with physical and sensory disabilities
  - Helping students to remain on task and to complete set work
  - Helping the student/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
  - Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
  - Utilising IT to enhance learning and record assessment
  - Help with physiotherapy exercise programmes when necessary– training will be given
  - Help with toileting of disabled students when necessary – training will be given.
3. To work with students individually or in small groups, under supervision, to practise specific skills or to carry out classroom tasks.
  4. To key work a small number of students on the SEN register acting as a learning mentor
  5. Contribute to the development and implementation of Individual Plans
  6. Establish constructive relationships with students and interact with them according to their individual learning and emotional needs.
  7. Assist with the planning of learning activities.
  8. To keep appropriate records on work carried out and students' progress (support summaries).
  9. Provide detailed feedback to Key Workers, Year Link staff and subject staff on student progress, achievements and problems and under guidance of teachers provide feedback to students on their progress and achievements.
  10. To attend and contribute to regular review meetings including annual reviews.
  11. Administer routine tests and invigilate exams
  12. Support and supervision of students during out of lesson times including before school, break times and lunch times.
  13. Accompany teaching staff on trips and school activities and take responsibility for a group under the general supervision of a teacher.
  14. Provide a range of clerical and administrative support to the SENCo.
  15. To take part in regular in service training and to continue to update and improve professional skills; to attend meetings as required (e.g. Year Team meetings, Whole staff meetings).

16. To do additional tasks as required by SENCO and Line Manager.
17. To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and data protection.

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

**General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*