



LEARNING SUPPORT ASSISTANT

Required for January/February 2019

Learning Support Assistant

We are looking to recruit an enthusiastic and talented Learning Support Assistant to work with an engaging and curious Year 1 child with Duchenne Muscular Dystrophy on a one to one basis. The successful candidate will join an outstanding team in this flourishing and forward-looking prep school where academic standards are high.

Applications will be considered upon receipt.

RESPONSIBLE TO: Learning Enrichment Leader & Professionally to parents

RESPONSIBLE FOR: Supporting a Year 1 child with Duchenne Muscular Dystrophy

SUMMARY OF POSITION:

(Overall Objectives)

- To facilitate the child in all aspects of the school day, promoting independence, functional development, social and recreational integration.
- To promote successful learning and ensure high engagement for the child in learning tasks by working closely with the class teacher
- Implement treatment programmes as outlined in the child's EHC Plan and as instructed by the child's SALT, Physiotherapist and OT. Actively seek guidance and help with this when your own skills set requires.
- Ensure a safe environment.
- Accompany the child to all co-curricular lessons facilitating active participation and development of the child's own personal skills in Swimming, PE, Art and Dance.

- Monitor and advise teaching staff and parents on the child's ability to undertake expected classroom activities.
- Oversee the use of supplies and equipment requirements that are in place to support the child's learning and development.
- To accompany the child to his SALT and Physiotherapy sessions if within school hours and act as a conduit for information between his SALT and physiotherapist and school/parents.
- Accompany the child on any off site activities or appointments taking place within contracted hours.
- Whilst acting as the child's advocate and assistant taking care not to engender dependency.
- To undertake any duties as required by school in relation to the child's overall wellbeing.
- Liaise with other support staff regarding timing of breaks.
- Maintain full responsibility for the child within contracted hours regardless of circumstances until handed over to a responsible carer.

PRINCIPAL DUTIES:

Clinical

- To exchange information with parents and staff to ensure a unified approach to the child's care.
- Use skills acquired through professional training and experience to evaluate day to day support and development requirements.
- Use professional knowledge & skills to facilitate the child's learning and development throughout the school day.
- Support termly objectives with respect to speech and language, gross and fine motor development, activities of daily living and functional independence in conjunction with school staff.
- To follow procedures and implement targets laid out in the child's EHC plan relating to SALT, physiotherapy & OT programme of care. Integrate this with the school timetable.
- In the event of illness during the school day, to ensure the child's emergency steroid procedure is adhered to.

- To maintain confidentiality at all times.
- To participate in Swimming and PE lessons using these to promote physical development.
- To participate in and contribute to the school teaching & training regimes and staff development programmes where appropriate.
- Accompany the child to and participate in off-site SALT, PT & OT and general hospital sessions including GOSH and St George's if within school hours.

General

- To assist in the day-to-day efficient running of the classroom environment to support the child's learning.
- To assist the child with self-care, such as changing, promoting and facilitating independence.
- To report all accidents to the class teacher in accordance with school policy.
- To attend termly/ annual review in school.
- To comply with Health and Safety requirements.
- To be familiar with the content of the Thomas's London Day Schools Staff handbook.
- To carry out timetabled duties to include safe supervision of the child at play times and immediately after school.
- To attend clubs or occasional events outside school hours when deemed appropriate and necessary to support pupils and staff.

Personal development

- Attend INSET teaching and training sessions where appropriate.
- Attend the child's GOSH, SALT, Physiotherapy & OT sessions, within school hours.

Salary and support

A competitive salary and conditions are offered. The salary range for this position is £20,000–£24,000.

This post offers a very exciting opportunity to work in one of the outstanding prep schools in the country.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

This job description is not to be regarded as exclusive or exhaustive as there may be other duties and requirements associated with the post which you may be called upon to perform from time to time.

This job description does not constitute a contract of employment and may be amended occasionally to take account of the changing needs of the organisation.

Applications

A brief letter of application, curriculum vitae (CV) and a completed and signed application form, should be addressed to Viki Stanton, Operations Manager.

Applications will be considered on receipt.

Details of the post and the application form are available from the school website: www.thomas-s.co.uk/Working-at-Clapham- or from Mrs Viki Stanton on 020 7326 9300 or email vstanton@thomas-s.co.uk

Interviews will take place on **at the beginning of December.**

To ensure continuity of care, this contract is for a minimum of two full terms to complete the academic year (July 2019 at least). Subject to mutual settling in period. Please do not apply if you are unable to commit until the end of the academic year.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.