JOB DESCRIPTION

School: Addington School	**Locations:** Early Years Centre, Farley Hill
Job Title: Learning Support Assistant 30 hours, term time plus 2 INSET days	**Grade / Salary Range:** Scale 3 SCP 5-6 plus SEN Allowance

JOB PURPOSE

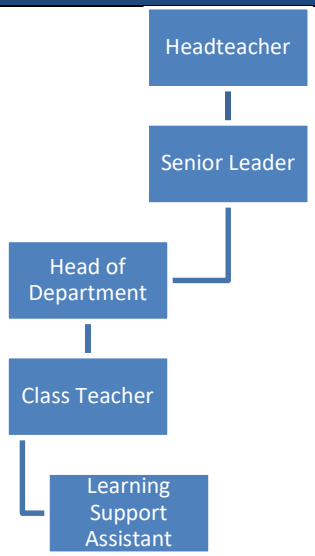
To support teachers in delivering a high-quality education for the pupils of Addington School.

NOTE

At Addington School there are three Levels of Support Staff
1 – Higher Level Teaching Assistant HLTA
2 – Teaching Assistants TA
3 – Learning Support Assistant LSA

Addington School's main site is located in Woodley. The Learning Support Assistant will be required to work training/meetings at the main with prior notice.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Teacher Support:

- Assist the teacher with the general management of pupils with behaviour difficulties and implement action of behaviour management plans
- Prepare classroom for pupils ensuring arrangements for laundry and hygiene
- Maintain agreed record keeping of pupils' progress
- Set out and store appropriately all resources, materials, apparatus and equipment required for use by pupils and teachers
- Willingness to act up as a Teaching Assistant when required

Pupil Support:

- Be aware of religious beliefs and culture
- Support as appropriate for individual physiotherapy programmes and help by moving pupils and equipment around the room including the safe movement of pupils
- Provide support for pupils who require additional communication aids, including high tech aids
- Support inclusion programmes
- Support pupils during all curriculum activities on and offsite
- Support pupils in hydrotherapy and swimming pools
- Be aware of physical and medical needs, ensuring correct positioning of pupils in equipment
- Supervise pupils at playtimes and lunchtimes
- Help pupils with the broad range of independence skills including taking care of personal belongings
- Undertake the toilet routines and programmes including the changing of soiled clothing and wiping up spillage as necessary
- Respond to and take care of pupils when vomiting, dribbling or various body fluids
- Team Teach - to train in the philosophy and techniques of team Team Teach and implement this in the whole school environment, Including Therapeutic Support Plans
- Manual handling – to train and implement safe manual handling techniques
- Collect and take pupils to and from transport and support the greeting routines, register, morning break and lunch arrangements and prepare pupils activities for transition during the day
- Participate in the school's performance management

General:

- Work in line with statutory safeguarding guidance (i.e. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Retain confidentiality about all aspects of school life
- Be aware of your email address and regularly check emails
- Maintain Health & Safety standards and a high level of hygiene
- Attend one 45 minute afterschool meeting per week
- Be willing to work in any part of the school with pupils of all ages and abilities
- Commitment to support the school in working towards the school priorities
- Commitment to support pupils to make progress in their key learning areas
- Engage with the Induction programme and ongoing training to support pupil learning
- Undertake related duties as requested by the Headteacher, within the spirit and scope of this job description

PLEASE NOTE

Working with Special Educational Needs students requires a particular understanding and appreciation of the individuals' needs and circumstances. The students that attend our school all require a greater degree of support due to their physical, learning and/or communication needs. They face significant challenges when accessing the world around them and it is our role as professionals to facilitate and enhance their experience. A broad spectrum of training will be provided on how to support the particular needs of our students.

The work will necessarily involve sitting at low tables, on the floor and may involve the manual handling of students. The environment is designed to be accessible to all, however there may be times when it is noisy and busy.

In some cases, students may display behaviours that challenge. On rare occasions these behaviours may result in verbal aggression and/or physical assault/violence towards staff.

It should be understood that this is a response to the world around them and their challenges interacting with it. We acknowledge that this can be challenging for staff and is therefore emotionally and physically demanding. We promote a culture of wellbeing for all and as staff your needs are included in this. To ensure that your emotional, physical and spiritual needs are also met, you will be able to access training, coaching and counselling services as required.

This is not an exclusive or exhaustive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

Employee Signature: …….

Print Name:

Date:

PERSON SPECIFICATION

Job Title: **Learning Support Assistant**
Reports to (job title): **Class Teacher**

* E = Essential Criterion (required at point of recruitment)
  D = Desirable Criterion (can be developed over time)

KEY CRITERIA * E / D?	
Qualifications and Experience: • Good standard of general education – i.e. 5 GCSE's Grade 9-4/A-C including GCSE English and Maths or equivalent Level 2 qualification • Experience of working with children, and children with SEND	• E • D
Knowledge, Skills and Abilities: • Excellent communication and interpersonal skills • Ability to work within a team environment • Knowledge of school curriculum • Knowledge of strategies to engage pupils with Special Educational Needs • Ability to use initiative • Physical ability to respond to manual handling and difficult and dangerous pupil behaviour with appropriate training • Physical ability to support pupils with SEND in all areas of the curriculum • Proficient in use of IT (E.G Microsoft Office, Email, Online software systems)	• E • E • D • D • E • E • E • E
Work-related Personal Qualities: • Calm under pressure, adaptable with a commitment to getting the best outcomes for all pupils • A caring and positive attitude • Active listening skills and expertise in understanding the needs of pupils • A positive approach to behaviour management and emotional resilience to work with pupils with difficult and dangerous behaviours • A commitment to maintaining confidentiality at all times • Resilient, positive and enthusiastic about making a difference • Flexible and adaptable approach to work	• E • E • E • E • E • E • E
Other Work-related Requirements: • Will be required to attend training/meetings at the main site with prior notice • Driving licence • First Aid Qualifications • Training in Positive behaviour techniques	• E • D • D • D