



Learning Support Assistant Job Description

Post/Title:	Learning Support Assistant – term time, 8.30-3.15 Mon-Fri
Grade/Salary:	Scale 4-6 19 £18,426 to £19,171 (pro – rata for part time)
Academy:	Jewell Academy Bournemouth
Reporting To:	SENCo & Principal
Disclosure Level:	Enhanced
Duties & Responsibilities:	
The post-holder may be expected to work with individual children having special or particular needs, and groups of children, as directed. The following does not represent an exhaustive list but gives an indication of the role.	
Classroom Preparation <ul style="list-style-type: none"> Under the direction of the class teacher, to prepare classroom and associated areas for use including preparing materials, and setting out equipment, apparatus etc. Clean and put away materials, equipment, and apparatus after use. Tidy classroom and associated areas. To make up and maintain resources. Prepare work and notices for display purposes. Assist with/arrange displays. 	
Planning and Organisation <ul style="list-style-type: none"> To discuss, and follow, the class leader's plan for the lesson/day/week/term. To assist with the general management and organisation of children and resources/equipment which relate to the support of children. To assist with the planning, organising and supervising of educational visits and outings. 	
Working with Children <ul style="list-style-type: none"> To work with and support individuals or groups of children on specific activities set by the teacher, such as reading, writing, practical, creative, physical, recreational activities and environmental studies. To assist with the supervision of children: <ul style="list-style-type: none"> Within all key stages During school assembly At play/meal times On outings and educational visits Using the cloakroom/toilets/washrooms Changing before and after recreational activities Not participating in an activity To assist children: <ul style="list-style-type: none"> With toileting With the attainment of personal hygiene skills With the removal and replacement of clothing/footwear Who require cleaning and/or changing following sickness, soiling etc. To constructively help children to participate in activities and learning tasks by adapting and/or interpreting lessons and instructions accordingly and differentiating for children as required. Guide and assist the development of children's social behaviour, attitudes and skills as appropriate. To assist, as directed, with the implementation of/implement specific learning and therapy programmes, e.g speech and language. 	
Assessment of Children <ul style="list-style-type: none"> The general observation and questioning of children, giving feedback to appropriate staff – as relevant. Use of assessment scheme (Tapestry) used in the Academy to log children's achievement. 	
Care and Welfare <ul style="list-style-type: none"> To administer support care/first aid, report injuries to appropriate authorities within the School, enter details in accident book. 	



- Issue prescribed medication (Following prior agreement with parents and the School's policy).
- Deal with minor medical needs, such as checking use of phonic ear, hearing aid, etc.
- Assist at School medicals.
- To care appropriately for children taken ill whilst at School and to inform/contact parents, once the Principal has been notified.
- To ensure Health and Safety regulations are complied with at all times.

Preschool lunch duty

- Supervision of all pupils remaining on the school premises during the lunch period, both in the school buildings and grounds. This involves supervision of children before, during and after they have eaten their lunch.
 - To ensure the safety of pupils at all times.
 - To provide minor first aid for cuts and grazes etc..., sending children up to the office if they have more serious complaints or have bumped their heads.
 - To encourage the children to enjoy their food and to make healthy choices.
 - To organise and supervise suitable activities for pupils if required to do so by the Principal.
- If on duty in the dining room, to wipe tables and chairs after each sitting and ensure that the environment is clean, welcoming and pleasant for the children.
- To supervise the children clearing their lunch plates.
 - To sweep and spot mop floors during and after lunches.
 - To maintain high expectations in terms of behaviour from the pupils. To follow the academy's behaviour policy in case of misdemeanours, filling in the behaviour log as necessary. To provide positive encouragement in the form of praise and stickers for children who behave well.

Liaison with Other Staff, Parents, Multi-professional Services

- To liaise with other members of staff, multi-professional services and parents.
- To be point of contact and communication between parents and teacher when necessary.

Other Associated Activities

- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community, attending fundraising events and representing the school professionally.
- To participate with the Academy's appraisal process.
- To participate in the wider life of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



1:1 Learning Support Assistant Person Specification

	Essential	Desirable
Qualifications	Achieved CSE/GCSE/O level in Maths and English or other qualification in English and Maths	Achieved at least NVQ level 2 or equivalent in relevant field. Paediatric First Aid qualification Signing Training (i.e. Makaton)
Knowledge, Understanding & Experience	<p>Knowledge of Safeguarding procedures</p> <p>Experience of working within a school setting ideally Early Years/ KS1</p> <p>Experience and knowledge of strategies used to support children with Down Syndrome</p> <p>Understanding of how different children develop and learn</p> <p>Experience of using a range of positive behaviour management Strategies</p> <p>Previous Experience working with children with additional needs (1:1 vacancy only)</p>	<p>Experience of providing targeted intervention to an individual child eg. Occupational Therapy</p> <p>The role requires experience of supporting a child who needs intimate care provision</p> <p>Knowledge and experience of using Signalong</p> <p>Knowledge and experience of using PEIC-D Approach</p> <p>Knowledge and experience of using Reading and Language Intervention (RLI)</p> <p>Knowledge and experience of using Total Communication Approach</p> <p>Safer handling training or similar.</p>
Skills	<p>Motivated and organised Able to use own initiative</p> <p>Skills of empathy, listening, communication and responding with appropriate language</p> <p>The ability to contribute effectively to the workload and responsibilities of a team, demonstrating the ability to be flexible and adaptable</p> <p>Be able to work positively and sensitively with colleagues, parents, a range of professionals and other pupils</p> <p>Willing to attend and contribute to school staff meetings and INSET</p> <p>The ability to differentiate the curriculum to meet the individual needs of the child.</p>	<p>Willingness and ability to contribute to the wider life of the school.</p> <p>Competent user of ICT both for self and as a learning tool</p>