

# Pioneer School

## Job Description

<b>Title of Post:</b>	Learning Support Assistant
<b>Responsible to:</b>	Class Teacher, Head of Learning and Senior LSA
<b>Accountable to:</b>	Principal and Vice Principal
<b>Purpose of Job:</b>	To work in partnership with class teachers to support pupils with severe and complex needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

### **Particular duties and responsibilities:**

- Working with individuals or small groups of children under the direction of teaching staff.
- Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties and make use of appropriate equipment/resources and training.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group according to individual needs and skills.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils supported.
- Promote the inclusion and acceptance of children with special needs.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils with activities which support the development of key skills across a range of contexts.
- Support the use of IT in the classroom and develop pupils' competence and independence in its use.
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, administration of medication, mobility etc.
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and recording progress as required.
- Assist with the development and implementation of ILP's.
- Assist with the preparation of classroom teaching/learning aids as required.
- Monitor and record pupils responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- To assist with the display and presentation of pupils' work.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Notes:**

- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- You will have access to confidential information on pupils and possibly some staff within the school. Failure to maintain confidentiality may lead to disciplinary action which could ultimately lead to dismissal.
- You will be expected to take an active role in promoting e-safety and for ensuring you keep yourself informed of the school's policy in this respect.
- You will be expected to produce work of a high standard and promote high quality at all times.
- You will be expected to keep yourself updated on all matters relating to School policy and you must familiarise yourself with matters relating to health and safety as they affect you personally and/or the School.
- You will be expected to participate in a staff performance management scheme.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The post-holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

### Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>English and Maths GCSE level at 'C' or above</li> <li>Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2/3 in learning support, NNEB or other relevant qualification</li> </ul>
<b>Knowledge/ Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Successful experience working with SEN children</li> <li>Knowledge of general aspects of child development</li> <li>Good communication skills with adults and children, verbally and in writing</li> <li>Work constructively as part of a team, understanding classroom roles and responsibilities, and be able to contribute to group thinking and planning</li> <li>Have a positive approach to behaviour management</li> <li>Working knowledge of teaching and learning theory</li> <li>Ability to assess progress and performance and keep records</li> <li>Understand and support the importance of physical and emotional wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of basic IT to support learning</li> <li>Basic understanding of Health &amp; Safety</li> <li>Basic knowledge of first aid</li> </ul>
<b>Skills</b>	Forward and strategic planning	<ul style="list-style-type: none"> <li>To be able to work from teacher plans and follow reasonable directions with regards to moving learning on</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>Ability to motivate, inspire and have high expectations of pupils</li> <li>Good organisational skills</li> <li>Ability to remain calm under pressure</li> <li>Ability to support the work of and build a good rapport with pupils/volunteers and other learning support assistants</li> <li>Effective time management</li> <li>Demonstrate creativity and an ability to use own initiative</li> <li>An ability to resolve routine problems independently</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to lift and undertake manual handling</li> </ul>	
	Behaviours	<ul style="list-style-type: none"> <li>• Willingness to attend to physical needs of pupils, eg; toileting</li> <li>• To be flexible and adaptable to changing circumstances and situations</li> <li>• Commitment to personal and professional development and ability to critically evaluate own performance</li> <li>• Awareness of and commitment to equalities issues</li> </ul>	
		<ul style="list-style-type: none"> <li>• Understand and implement safeguarding and child protection procedures</li> <li>• Commitment to the Academy's aims, ethos and vision</li> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	