



# Quarrydale Academy

## Job Description

### 1. Title of Post

Personal Care/Learning Support Assistant

### 2. Name of Employee

### 3. Salary

Grade 3 scp 5-7

Pro rata for 32.5 hours per week, Term Time Only

### 4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook)

### 5. Main Purpose of the Job

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

### 6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### Key duties and responsibilities:

1. To provide in-class support for an identified individual student with an Education, Health and Care Plan (EHCP)
2. To be familiar with the student's Education, Health and Care Plan (EHCP)
3. Under the direction of the class teacher, to assist in the management of the student through the overt modelling of effective practices to accelerate the student's progress
4. Under the direction of the SENCO, to assist with the physical needs of the student
5. To provide personal care support and catheterisation for the student's physical and medical needs. (moving and handling and catheter training will be provided)
6. To assist in the supervision of the student during break and lunchtimes
7. To provide regular feedback to class teachers and to the SENCO.
8. To attend SEND reviews and EHCP reviews for the student, along with SENCO and parents.
9. To continue personal development in the relevant areas which may include subject knowledge and teaching methods
10. To communicate effectively with the parent(s) of the student as appropriate

11. Where appropriate, to communicate and cooperate with persons or bodies outside the school
12. To engage actively in the Performance Management process
13. To participate in whole school and department professional learning programmes.
14. To be first aid trained, and willing to assist students where necessary.
15. To carry out tasks as reasonably required by the Headteacher.

**All staff:**

16. Be aware of and comply with the Academy policy and procedures.
17. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
18. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
19. Comply with relevant improvement processes to support the continuous development of staff and Academy.
20. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
21. Seek win-win solutions.
22. Be a positive voice for the Academy in the community.
23. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

24. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
25. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
26. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

27. Actively engage and seek opportunities to improve own professional learning.
28. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## 7. Further Statement

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 2024. The contents have been agreed in consultation

with the post-holder/s and the Academy.