



Job Title:	Learning Support Assistant
Terms and Conditions:	<p>39 weeks per year – term time to include INSET days</p> <p>Holidays may only be taken during school holidays</p> <p><i>The Group is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS)</i></p>
Hours:	<p>Monday to Thursday 8.15 am – 4.00 pm and Friday 8.15 am – 3.30 pm with a 30 minute lunch break each day – 35.75 hours per week.</p> <p><i>As well as reasonable additional time as is necessary to adequately fulfil the requirements of the role, for which no additional payments will be made.</i></p>
Location:	Mitcham/Sutton
Salary:	<p>LSA Level 1 scale: £16,000 - £18,000 per annum</p> <p>LSA Level 2 scale: £19,000 - £21,000 per annum</p> <p>Depending on experience</p>
Reports to:	Class Teacher/ Head of Education

Eagle House Group is a group of independent specialist day schools, Mitcham and Sutton, which provide an appropriate education for primary and secondary aged children and young people who hold a Statement of Special Educational Needs or Education, Health & Care plan for an autism spectrum disorder and associated social and communication difficulties. This will include children and young people with moderate or severe learning difficulties.

Job Purpose:

To work throughout the Education Department, supporting Class Teachers to ensure the entitlement of the children and young people to a broad-based appropriate curriculum which meets their discrete needs and learning styles.

Main Responsibilities:

- To carry out all duties, as directed by the class teachers to maximise learning opportunities for all children and young people
- To act as key worker for up to two pupils
- To work with individual children, young people and groups under the direction and planning of the teachers
- On occasions, to work across the school in different classes as required by SLT
- To cooperate with colleagues to ensure the school is a safe, happy and pleasant environment
- To undertake relevant training programmes as and when required by the School

- To work in partnership with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the children, young people and yourself
- To recognise that people with Autistic Spectrum Disorders (ASD) can present difficult to manage challenging behaviour, and occasionally necessitates having to physically intervene or remove pupils/students from potentially difficult or hazardous situations in line with their agreed behaviour management programmes and Eagle House Group physical intervention policies. All staff working with pupils/students undertake Team Teach training and these are the only techniques permitted to be used.
- Maintain confidentiality for all areas of Eagle House School, its staff and its work. The nature of the work within the School entrusts people with confidential information about people with autism, their families/carers and staff.
- To attend and participate in supervision, performance appraisal and staff meetings as required
- To follow all policies, procedures and guidelines of Eagle House School
- To be aware of and comply with all policies and procedures relating to child protection and the safeguarding of children NB failure by a member of staff to report actual or reasonably suspected abuse of a child or vulnerable adult is a disciplinary offence
- To appreciate the role of and to support and work with members of the CA Team
- To promote good public relations in the locality so as to increase public awareness of and support for the aims and objectives of the school
- To ensure their conduct within and outside the school does not conflict with professional expectations of the Eagle House Group
- To cover the class occasionally in the absence of the Class Teacher

In addition:

LSA Level One	LSA Level Two
Support for the Pupils/Students <ul style="list-style-type: none"> ▪ To support the development of high standards of personal hygiene and self-help skills for all children and young people ▪ To support the development of communication skills by implementing communication goals in collaboration with all departments ▪ To be a role model at all times to the children and young people ▪ To assist with the supervision of children and young people outside of classroom activities, e.g. meal times and recreation times ensuring their safety and encouraging appropriate interaction with others at all times ▪ To facilitate communication and positive interaction with and between children and 	Support for the Pupils/Students <i>As per level one duties plus:</i> <ul style="list-style-type: none"> ▪ To use specialist knowledge / skills/ experience/ training to support pupils/students ▪ To respond to pupils/students individual needs and provide consistent support ▪ To assist in the specific medical needs of pupils/students where training has been undertaken ▪ To develop and employ strategies to reward achievement in all areas of development ▪ To implement and record outcomes for therapeutic programmes for pupils/students as and when required under the direction of members of the CA Team

<p>young people – both in and out of classrooms</p> <ul style="list-style-type: none"> ▪ To assist with the implementation of IEPs, BSPs and therapeutic programmes ▪ To support and encourage pupils/students to engage in teacher led activities ▪ To promote pupils/students' self-esteem and independence by employing praise and rewarding progress in line with defined strategies ▪ To ensure that all pupils/students have equal access to opportunities to learn and develop 	<ul style="list-style-type: none"> ▪ To assist in the implementation of therapeutic assessments under the direction of the CA Team
<p>Support for the teacher</p> <ul style="list-style-type: none"> ▪ To assist in implementing programmes of work drawn up by the Class Teacher ▪ To prepare the classroom as directed for lessons and clear away afterwards ▪ To assist with target setting, record keeping and assessment in classes ▪ To monitor pupils/students responses to learning activities and accurately record achievement/ progress in line with school policy and procedures ▪ To maintain and update pupil/students files and records for those pupils/students for whom they are key worker ▪ To report to the teacher on pupil progress and achievement ▪ To assist with the recording of observations, using the school format and guidelines at the request of teachers ▪ To assist with the display of pupils/ students work ▪ To gather and report information to and from parents/ carers including reading and responding in the home/school book and via telephone contact 	<p>Support for the teacher <i>As per level one duties plus:</i></p> <ul style="list-style-type: none"> ▪ To use initiative to develop strategies to support pupils/students in achieving their individual goals. This to be done in liaison with the teacher /therapist ▪ To assist with the planning of learning activities including educational visits, including undertaking risk assessment visits prior to the class visit ▪ To work with the teacher to establish and maintain an appropriate learning environment in accordance with lesson plans and general school standards
<p>Support for the curriculum</p> <ul style="list-style-type: none"> ▪ To assist with the preparation of materials and learning resources ▪ To support pupils/students in all educational activities including providing support in the swimming pool during swimming sessions and may include residential trips ▪ Under the direction of the teacher, to lead structured and agreed learning activities for individuals and groups of pupils/ students 	<p>Support for the curriculum <i>As per level one duties plus:</i></p> <ul style="list-style-type: none"> ▪ To use specialist skills, experience and training to act as a mentor to others, providing appropriate guidance and support as appropriate ▪ To use specialist knowledge of ASD and approaches such as PODD, TEACCH and SI to support pupils/students learning ▪ In liaison with the teacher, to plan agreed learning activities for an individual, small groups or the class as a whole

<ul style="list-style-type: none"> ▪ To adjust learning activities according to individual needs ▪ To support pupils/students in using IT equipment ▪ To monitor and arrange orderly and secure storage of curriculum resources ▪ To maintain resources, carrying out regular checks for quality and safety and report damaged resources to the appropriate party 	<ul style="list-style-type: none"> ▪ To use initiative to expand and adjust learning activities according to individual need to ensure pupils/students are being challenged at an appropriate level ▪ Demonstrate and assist others in the appropriate, safe and effective use of resources and specialist equipment such as IWB, cameras and therapy equipment ▪ To determine the need for, prepare, maintain and use resources and equipment in line with lesson plans and therapeutic programmes ▪ To provide support for pupils/students with English and Maths skills.
<p>Support for the school</p> <ul style="list-style-type: none"> ▪ To undertake, with LSA colleagues, whole class supervision in the sickness absence or planned absence of the teacher, ensuring pupils/students remain on task and that good order is maintained ▪ To participate in, and complete reports for Statutory Reviews and meetings concerning the children and young people. Including LAC and PEP reviews at the direction of Lead Professional for LAC. ▪ To assist with home/school liaison ▪ To contribute to Risk Assessments for activities and Educational visits ▪ Maintain confidentiality for all areas of Eagle House School, its staff and its work. The nature of the work within the School entrusts people with confidential information about people with autism, their families/carers and staff. ▪ To set a good example in terms of dress, punctuality and attendance ▪ To undertake specific tasks as required by a member of the Senior Leadership Team 	<p>Support for the school</p> <p><i>As per level one duties plus:</i></p> <ul style="list-style-type: none"> ▪ On occasion to lead the class under the supervision of the teacher/Senior Management Team ▪ On occasion, during teacher absence, to lead and manage other LSA's including their deployment within class

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform and it is recognised that the duties are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.