

Speech and Language UK Job Description Learning Support Assistant

RESPONSIBLE TO: Deputy Principal, with day-to-day Supervision by the LSA Coordinator

ACCOUNTABLE TO: Principal

Job Summary

To assist a designated class team in meeting the educational and social needs of the children.

To provide flexible/responsive support to all areas of the school and/or individual pupils.

To be responsible for specific school activities (e.g. co-ordination of the library, ICT, playground equipment, displays, stationery and materials) as allocated.

Main Duties & Responsibilities

1. Work as part of the schools' multi-disciplinary teams including teachers, speech and language therapists, occupational therapists and child care officers.
2. Provide a range of opportunities for children in their class, under the guidance of a teacher, speech and language therapist or occupational therapist, for the development of classroom skills, language, motor skills, play, social behaviour and communication.
3. Teach individual pupils, small groups or the whole class (following lessons plans) as directed by the teacher and/or Education Leadership Group (ELG).
4. Build and maintain successful relationships with pupils, treat them with respect and consideration and demonstrate and promote the positive values, attitudes and behaviour that is expected from the pupils.
5. Respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
6. Maintain and develop knowledge of ICT and signing and use to help advance pupils' learning .
7. Support class teachers with preparation and administration associated with class procedures. Plan one's role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour in liaison with the teacher.
8. Maintain and develop understanding of own specialist area to support pupils' learning, and contribute effectively and with confidence to the classes in which one is involved.
9. Maintain and develop familiarity with the school's curriculum and the national curriculum, the age-related expectations of pupils, the main teaching methods and the assessment frameworks across the subjects and age ranges.
10. Understand and follow the aims, content, teaching strategies and intended outcomes for the lessons in which one is involved, and understand the place of these in the related teaching programme.

11. Contribute to the planning, recording and review process for groups of pupils and individual children. Including:
 - Monitor pupils' responses to learning tasks and modify approaches accordingly
 - Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
12. Be familiar with the guidance about meeting SEND given in the SEND Code of Practice
13. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, and challenging bullying or harassment, following relevant policies and procedures.
14. Maintain very good communication across the school
15. In collaboration with teachers, liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
16. Contribute to the school's policy in Signing and Cued Articulation.
17. Manage challenging behaviour under the direction of class teachers and support the school's behaviour policy and practice. Maintain training and use techniques in Team Teach and Physical Interventions.
18. Be responsible for the daytime medical regimes of individual pupils in liaison with the school nurse.
19. Support classes in the swimming pool as requested.
20. Carry out school duties, eg, lunchtime/playtime as directed. Contribute at least 2 days per year to the Summer holiday club
21. Carry out additional/alternative duties as required for individual pupil support. (This may include supporting intimate care and feeding)
22. Accompany classes on outside visits as required with the agreement of the Assistant Head.
23. To drive the school minibus/car (after the appropriate training)
24. Attend all meetings as requested.
25. To complete the appropriate medical, driving and lifeguard training as required.
26. To show best practice by following the LSA/HLTA standards.

Personal Development

1. Participate and contribute to one's own performance appraisal and supervision sessions.
2. Undertake relevant training and development, as required and effectively use learned skills to benefit pupils.
3. Improve one's own practice, including through observation, evaluation and discussion with colleagues.
4. Be involved in the school's extended services programmes, (e.g. After School Clubs, outreach, training, assessment) as appropriate.
5. Contribute to Meath events and activities (e.g. Bonfire Night, Summer Fete, Holiday Club) as required.

6. To eventually become approved as a Class Cover LSA in the event of planned teacher absence.

Additional Requirements

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner which in any way endangers yourself, fellow employees, or the public.
3. Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are followed at all times.
4. Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
5. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
6. Refrain from smoking in any area of Speech and Language UK premises not designated as a smoking area.
7. Behave in a manner which ensures the security of Speech and Language UK property and resources.
8. Abide by all relevant Speech and Language UK Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification

Speech and Language UK PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|--|
| Experience and Qualifications | <ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy (equivalent to GCSE (A-C) or NVQ level 2). • Minimum C grade for English GCSE (or equivalent) • Experience of working with primary children in a school context. Experience of SEN. Flexibility and adaptability to work with a variety of groups in different ways. | <ul style="list-style-type: none"> • Training/qualification in early years, child development, social care or related field relevant to the age of the pupils. • Experience of working with children with complex difficulties • Experience of working within a multi-disciplinary team |
| Knowledge | <ul style="list-style-type: none"> • Knowledge and understanding of behaviour management strategies. • Understanding of First Aid procedures • Understanding of the importance of confidentiality of sensitive information. | <ul style="list-style-type: none"> • Knowledge of early language development, play and social development |
| Skills | <ul style="list-style-type: none"> • To communicate effectively with colleagues, parents and outside agencies • Ability to relate to children individually and in groups. • Ability to implement and evaluate behaviour management strategies and education/therapy plans under the guidance of other professionals. • Clear accurate written communication • Sound IT skills to support learning and maintain electronic information systems. • Effective listening skills and ability to follow instructions • Willing to strive to deliver a high quality service and contribute towards continuous improvement. • Good organisational and time management skills • Punctuality • Accuracy • Ability and willingness to work constructively as part of a team • Positive and constructive attitude • Willingness to undertake training including license to drive the school mini-bus | <ul style="list-style-type: none"> • Able to use signing |
| Other factors | <p>Commitment to safeguarding and promoting the welfare of young people</p> <p>Clean driving license and willingness to drive school minibus</p> | |

Speech and Language UK
Summary of Terms and Conditions of Employment and Benefits

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| Job Title: | LEARNING SUPPORT ASSISTANT |
| Start Date: | As soon as possible subject to the usual checks |
| Location: | Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF |
| Annual Salary: | Actual salary £17,632.93 per annum, FTE £19,828 |
| Hours: | 35 hours per week, 8:30am to 4:30pm. 39 weeks plus 5 additional days |
| Annual Leave: | 6.22 weeks / 31.5 days FTE to be taken during the school closure period (excluding 5 additional days) |
| Disclosure & Baring Service Check: | The successful candidate's employment is subject to an enhanced DBS and barred list check |
| Probation Period: | There is a 6 month probationary period for this post |
| Pension: | After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech and Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%. |
| Perkbox: | Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards and access to a confidential employee assistance helpline. |
| Free Annual Flu Vaccination: | Free annual flu vaccination for all Speech and Language UK employees. |
| Payroll Giving | By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted. |
| Season Ticket Loan | Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School. |
| Bike Loan | Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work. |