

**UPPER WHARFEDALE SCHOOL**  
**JOB DESCRIPTION: Learning Support Assistant**  
**Grade C**  
**27 hours per week – Term Time Only**

**January 2020**

**RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL**

**We are committed to:**

- 1. Setting and achieving challenging goals.**
- 2. Developing, inspiring and motivating effective teamwork**
- 3. Raising standards and meeting the needs of all learners**
- 4. Communicating our vision for future school improvement to a wide range of stakeholders**
- 5. Developing and strengthening partnerships through active collaboration.**

**Job Purpose**

To support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with pupils. The role will involve working with both groups and individual pupils under the direction of the SENCo and other appropriate staff.

**Key Accountabilities**

**Effective Communication and engagement with children, young people, their families and carers**

- Under the general direction of the SENCo and Inclusion Coordinator, take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals.
- Communicate effectively with all children, young people, families and carers.
- Provide support and encouragement to children and young people of all abilities and needs, including those with Autism Spectrum Condition, Social and Emotional Needs and Specific Learning Difficulties.

**Child and young person development**

- Support the learning process under the direction of the teacher or other appropriate staff.
- Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students.
- Provide intimate care to individual students as required.
- Assist in the implementation of appropriate behaviour management strategies as per schools behaviour policy.
- Observe a child or young person's behaviour, understand its context, and notice any unexpected changes.
- Know how to interact with children in ways that support the development of their ability to think and learn.

<b>Safeguarding and promoting the welfare of the child</b>	<ul style="list-style-type: none"> <li>• Assist with the supervision of groups and individual students as required.</li> <li>• Assist with break and lunchtime supervision.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<b>Supporting transitions</b>	<ul style="list-style-type: none"> <li>• Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
<b>Multi-agency working</b>	<ul style="list-style-type: none"> <li>• Know the value and expertise you bring to a team and that brought by your colleagues.</li> <li>• Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>• Provide feedback, as requested, to the teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.</li> <li>• Be aware of and comply with all policies and procedures in the school, especially those relating to child protection, confidentiality, health, safety and security.</li> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so.</li> <li>• Be aware of own (and others') professional boundaries.</li> <li>• Attend staff meetings, training days and management team meetings by agreement with the Headteacher.</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Prepare materials and undertake minor clerical duties.</li> <li>• Participate in the School's performance management scheme</li> <li>• Supervise pupils sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<p>Additional duties and responsibilities may be negotiated to reflect the strengths of the person appointed.</p> <p>The job description will be reviewed annually in light of appraisal objectives and School priorities.</p>	