



## The Holy Trinity Church of England Secondary School

### **Learning Support Assistant (with medical/ personal care and MMS)** **Provisional Job Description**

Salary: West Sussex Grade 4 + Crawley Fringe Allowance

Hours: Term time plus INSET only 32.5 hours per week

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard must be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	<ul style="list-style-type: none"><li>• SENCO</li></ul>
Responsible for:	<ul style="list-style-type: none"><li>• Support of pupils with general or specific learning difficulties, emotional and behavioural difficulties or any other learning needs</li><li>• Support of pupil(s) with specific medical needs which prevent them from accessing the full curriculum without relevant support.</li><li>• Support of pupils with personal care needs</li><li>• Mid day meals supervision</li></ul>
General:	<ul style="list-style-type: none"><li>• To share in the corporate responsibility for the well being and discipline of the students attending the school.</li></ul>
Duties:	<p><b>SUPPORTING THE PUPIL</b></p> <p>1. To take account of specified pupils' needs in order to encourage effective learning both in groups and as individuals by:-</p> <ul style="list-style-type: none"><li>▪ Clarifying and explaining instructions.</li><li>▪ Ensuring pupils are able to use equipment and materials provided.</li><li>▪ Motivating and encouraging pupils as required.</li><li>▪ Assisting the pupils with language, reading, spelling, handwriting/presentation.</li><li>▪ Assisting the pupils with number facts, counting/measuring, calculations, graphs/charts etc.</li><li>▪ Helping pupils to concentrate on and finish work set.</li><li>▪ Liaising with the class teacher to differentiate work.</li><li>▪ Recording homework and monitoring its completion.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Ensuring that pupils are prepared for lessons later in the day.</li> </ul> <ol style="list-style-type: none"> <li>2. To establish a supportive relationship with the child/ren concerned.</li> <li>3. To encourage acceptance and integration of the child with learning and/ or medical needs.</li> <li>4. To develop methods of promoting/reinforcing the child's self-esteem.</li> <li>5. To accompany the child on educational and out of school activities</li> <li>6. Where required to advise and assist the child with the proper use and deployment of medical equipment</li> <li>7. Administer medication and/ or medical care in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training</li> <li>8. To support the personal care/ intimate care needs of students in accordance with an agreed plan.</li> </ol> <p><b>SUPPORTING THE TEACHER</b></p> <ol style="list-style-type: none"> <li>1. To offer support in maintaining suitable levels of behaviour under the guidance of the teacher.</li> <li>2. To provide feedback about the child to the teacher.</li> <li>3. To participate in the evaluation of the support programme.</li> </ol> <p><b>SUPPORTING THE SCHOOL</b></p> <ol style="list-style-type: none"> <li>1. Where appropriate, to develop a relationship to foster links between home and school.</li> <li>2. To liaise with other members of the support team.</li> <li>3. To contribute to reviews of pupils' progress.</li> <li>4. To attend in-service training.</li> <li>5. To be aware of school procedures.</li> </ol>
Generic Duties	<ul style="list-style-type: none"> <li>• To deputise in the absence of other staff as required</li> </ul>
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>For inset training you will be aligned with the Learning Support Department.</p> <p>Employees will be expected to comply with any reasonable request</p>

	from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.
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### **ADDITIONAL TRAINING REQUIRED FOR THIS POST:**

Emergency First Aid at Work  
Annual CPR and Resuscitation  
Specific medicine and medical training for conditions supervised  
Relevant personal care training

The Holy Trinity Church Of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex.

**PERSON SPECIFICATION – Learning Support Assistant**

	<b>Essential/ Desirable</b>	<b>EVIDENCE</b>
Able to achieve Enhanced DBS clearance	<b>E</b>	Application/ DBS check
Evidence of Right to Work in UK	<b>E</b>	Application and Paperwork at interview
Educated to at least Level 2 (GCSE A*-C or equivalent) in English and Mathematics	<b>E</b>	Certificates
Educated to at least Level 2 (GCSE A*-C or equivalent) in Science (Essential for Science Specialist)	<b>D</b>	Certificates
Evidence of further qualification / Successfully completed training in relevant learning strategies e.g. EAL. Literacy/ Behaviour / Social	<b>D</b>	Application/ Certificates
Emergency First Aid at Work qualification or willing to qualify	<b>E</b>	Application/ Interview/ Certificates/Training programme
CPR and resuscitation training (or willing to qualify)	<b>E</b>	Application/ Interview/ Certificates/ Training programme
Willing and able to qualify in various emergency and maintenance medical procedures	<b>E</b>	Application/ Interview/ Training programme
Willing to undertake/ support students with personal care, including intimate care.	<b>E</b>	
Experience of working in an secondary education setting/ Knowledge of the current education framework	<b>D</b>	Application/ interview
General understanding of National Curriculum/ other basic learning programmes	<b>D</b>	Interview
Experience of support work in a Health and Social care setting	<b>D</b>	Application/ Interview
Excellent interpersonal and communication skills, both written and spoken	<b>E</b>	Application/ interview
Competent ICT skills to support learning and ability to use basic office software	<b>D</b>	Application
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	<b>E</b>	Interview
Able to work individually and as part of a team	<b>E</b>	Interview/ practical activity
Able to take initiative	<b>E</b>	Application/ interview
Perceptive to the needs of young people and able to establish a rapport with them.	<b>E</b>	Practical activity/ Student panel interview
Resilient with the ability to keep calm and focussed in pressurised situations	<b>E</b>	Application/ interview
Diplomatic, discerning and able to deal with confidential information	<b>E</b>	Application/ interview
Behaviour Management skills	<b>D</b>	Application/ interview

Willing to uphold the school's ethos and core values	<b>E</b>	Application/ interview
Willingness to undertake appropriate further professional development	<b>E</b>	Interview
Working knowledge of SEN Code of Practice	<b>D</b>	Interview
Understanding of DDA	<b>D</b>	Interview