

Job Description – PHYSICAL NEEDS LEARNING SUPPORT ASSISTANT

Job Title	Physical Needs Learning Support Assistant (PNLSA)
Grade	Scale 11 – 13
Reports to	SENDSCO
Liaison with	Teaching staff, support staff, Headteacher, students
Contract	Contract to be terminated if named student no longer attends St Martin's School, Brentwood
Location	St Martin's School
Job Purpose	<ul style="list-style-type: none"> • Provide skilled support to a named student with severe and complex physical difficulties. • To work in partnership with class teachers to support students with special educational needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Duties	<p>Specific Duties (Personal and Health Care):</p> <ul style="list-style-type: none"> • To attend to the student's personal needs including help with all care and health matters, including toileting, physiotherapy, dressing, mobility, medication, feeding and minor first aid. • To have a good understanding of the student's healthcare needs. • To attend to the student's personal needs including help with social and welfare matters. • To work with therapists involved with the student to ensure all appropriate therapy is provided as stated in the agreed programmes of care whilst the student is in school. • To supervise, monitor and record eating and drinking in line with the student's specific needs. • To be aware of the specific signs/symptoms for the student that would indicate that the student was becoming unwell and keep an up to date health record. • To have a full understanding of the emergency care that the student would need if the student was to become acutely unwell in school and the process to be followed. • To assist the student with all manual handling needs whilst in school. • To develop self-care skills where appropriate. • Risk assess any given situation in terms of suitability for the student. • Understand and comply with the specific Complex Needs Risk Assessment. • Carry out specific additional care tasks for the student only at the direction of a suitably qualified member of staff and once full training has been given. • To support and attend to the student's needs at home, when required and approved by SENDSCO. • To aid the student to learn as effectively as possible in both group situations and individually. • To encourage integration and acceptance of the student with special needs. • To develop methods of promoting and reinforcing the student's self-esteem. • To physically assist the student during activities e.g. swimming, PE. • To encourage the student's independence and self-reliance.

Specific Duties (Learning Provision):

- Establish a positive relationship with the students supported.
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Liaise with staff, parents and other relevant professionals and provide professionally documented information about students as appropriate.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Assist with the development and implementation of One Plans.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Assist the teacher and other staff in the implementation of care programmes.

Non student specific in-class support duties:

- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- To confidently participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour.
- Liaise with school staff in person and via email, actively checking school email account for correspondence.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Interact with, and support students, according to individual needs and skills.
- Assist with the development and implementation of One Plans for students with a Statement of Need or Education, Health and Care Plan (EHCP).
- To operate, and as appropriate, maintain specialist equipment.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- To assist with the display and presentation of students' work.
- To supervise students for limited and specified periods including break-times when the postholder should facilitate games and activities.
- To assist with escorting students on educational visits.
- To physically assist students during activities e.g. swimming, PE.

General

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Date: January 2018