

## **ST. ELIZABETH'S CENTRE**

### **JOB DESCRIPTION**

***"To live and learn together"***

**St. Elizabeth's is a non Maintained Special School, providing care and education for children and students who have epilepsy and associated disabilities.**

**JOB TITLE:                      Learning Support Assistant (Qualified / level 2)**

**LOCATION:                        St. Elizabeth's School**

**RESPONSIBLE TO:            Class Teacher**

**ACCOUNTABLE TO:          Head of School**

#### **Scope of Job**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include planning and preparation of resources and occasional supervision of classes during short term absence of the teacher, the primary focus being to maintain good order and keep pupils on task.

To assist teachers in the provision of a meaningful and relevant curriculum and to help to meet the individual needs of the pupils/students through various strategies both in and out of the classroom.

Responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people.

The postholder will be expected to carry out the duties within the ethos of the Centre and the spirit of St Elizabeth's Mission Statement.

#### **Main Duties and Responsibilities**

1. Work, as directed, with one or more groups of pupils/students in accordance with the needs of the school.
2. Create and maintain a purposeful orderly and supportive environment.
3. Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate.
4. Be responsible for keeping and updating records as agreed with the teacher.
5. Undertake the structured and agreed learning activities and programmes linked to local/national learning strategies as required.

6. Assist with the development and implementation of Individual education/behaviour plans and personal care programmes
7. Provide care and assistance to pupils/students in the ictal and post ictal phases of a seizure and to notify the nurse if required.
8. Provide personal care as required e.g. toileting, changing etc; maintaining at all times the dignity and right to privacy of the pupil/student.
9. Supervise and provide support for pupils ensuring their safety and access to learning activities.
10. Assist with supervision of pupils out of lesson times including before and after school and at lunchtime.
11. Supervise pupils on visits, trips and out of school activities (including swimming) as required.
12. Promote good pupil/student behaviour dealing promptly with conflict and incidents in line with policy (including Team Teach) and encourage pupil/students to take responsibility for own behaviour.
13. Be aware of and support difference and ensure all pupils/students have equal access to opportunities to learn and develop and promote inclusion and acceptance of all pupils within the classroom.
14. Support pupils consistently whilst recognising and responding to individual needs.
15. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
16. Support the use of ICT in learning activities.
17. Promote independence and employ strategies to recognise and reward achievement of self reliance.
18. Establish constructive relationships with pupils and interact according to individual needs, encouraging pupils to interact with others and engage in activities lead by the teacher.
19. Set challenging expectations, support pupils/students to achieve learning goals and promote esteem and independence.
20. Record achievement progress as directed and provide feedback to teachers and, under guidance, feedback to pupils/students on progress.
21. Provide support for pupils in times of distress.
22. Establish constructive relationships with Parents, carers and with other staff.

23. Provide admin support e.g. dealing with correspondence, making phone calls etc and record keeping as required.
24. Determine the need for, prepare and use equipment/resources required to meet lesson plans/learning activities and assist pupils/students in their use.
25. Liaise with medical and care staff on a regular basis in order to ensure the continuity of care of the pupils/students.
26. Provide support pupils/pupils/students in areas of leisure and social interest and spirituality.
27. Attend and participate with relevant meetings as required and in training/learning activities and performance development/CPD.
28. Be aware of and comply with all relevant policies and procedures including those relating to Safeguarding/Child protection, health safety (including incident reporting) and security, confidentiality and data protection, reporting all concerns to an appropriate person.
29. Contribute to the overall ethos and aims of the school and centre.

The duties and responsibilities outlined above do not represent a full list of the tasks the postholder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. The post holder will be consulted before major changes to duties and responsibilities by the Head of School or nominated deputy. Reasonable notice will be given before such changes are implemented.

The contents of this job description may be reviewed at the end of the academic year, or earlier if the needs of the school demand this.

## Person Specification LSA Level 2

	Essential	Desirable
Skills / Qualifications	<ul style="list-style-type: none"> <li>• O Level / GCSE C or equivalent English &amp; Maths</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a multi-disciplinary team, understand classroom roles and responsibilities and your own position within these.</li> <li>• Ability to support learning, provide care and support pupils /students including offsite activities.</li> <li>• NVQ level 3 or equivalent in SSLTiS</li> <li>• Good Organisational Skills</li> <li>• Excellent written &amp; verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Other relevant training eg: Makaton/signing, /similar</li> <li>• Word processing skills</li> <li>• Good interpersonal skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with or caring for Children</li> <li>• Supporting pupils/students who have learning difficulties</li> </ul>	
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>• Child development and individual learning plans.</li> <li>• Knowledge of National Curriculum and P levels</li> <li>• Effective use of ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Epilepsy</li> <li>• Autistic Spectrum disorders</li> <li>• Government legislation relating to education, DfE, OFSTED</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Commitment to CPD and a willingness to undertake training including: <ul style="list-style-type: none"> <li>- MAPA(behaviour management)</li> <li>- Medication</li> </ul> </li> <li>• Willingness to support pupils/students who can display challenging behaviours</li> <li>• Commitment to equality and diversity, safeguarding and the values and ethos of the Centre/School</li> <li>• Flexibility in approach to duties within the scope of the role to meet operational demand</li> <li>• Suitability to work with children</li> </ul>	

Reasonable adjustments will be considered where applicable under the Equality Act 2010

