



JOB DESCRIPTION

Job Title:	Specialist Learning Support Assistant
Academy:	Rodillian Academy
Salary:	SCP 7 - 11 (£20,444 - £22,129 per annum FTE)
Actual Salary:	£14,899 - £16,127 per annum
Hours:	32.5 hours per week. (Term Time only)
Contract:	Temporary
Responsible to:	Deputy Headteacher and SENDCO

Purpose of the job:

Ensuring access to education of an individual student with additional needs. To provide medical and personal care to support their successful engagement in the learning process. Maintain professional records and appropriate casework notes in relation to an individual student.

Duties and Responsibilities:

1. To ensure a student with an Individual Health Care Plan (IHCP) is able to access the curriculum and engage punctually and successfully in the learning process.
2. To attend to the personal care needs (personal hygiene, pads, catheterisation, trained in the use of a hoist etc) of a student and provide support to emotional wellbeing.
3. To support a student with complex medical needs and who may need emergency medical support, training will be provided.
4. To administer regular water bolus feeds throughout the school day and be tracheostomy and gastrostomy trained/familiar to monitor health, as well as being able to change both tracheostomy and gastrostomy in an emergency.
5. To support a student consistently whilst recognising and responding to their individual needs.
6. Support the delivery of guidance / advice to staff in the academy to support specific student needs.

7. Assist other staff in planning, evaluating and adjusting learning activities as appropriate.
8. Prepare and use specialist equipment, plans and resources to support students access learning.
9. To implement related personal programmes and record, report and monitor as required (e.g. feeding, social, health, physical, hygiene, first aid, toileting, behaviour, communication and interaction).
10. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
11. To communicate with parents/carers, multi-disciplinary teams and senior leaders as directed by the SENDCO to be part of the holistic and effective 'team around the child'.
12. To adhere to safeguarding policies and procedures and health and safety protocols e.g. child protection, intimate care, feeding, moving and handling, confidentiality and data protection, reporting all concerns to the appropriate person.
13. To encourage the student to act independently as appropriate and promote self-esteem.
14. Identify, commend and celebrate areas of success for the student.
15. Provide feedback to the student in relation to progress, achievement and other matters.
16. To promote the inclusion and acceptance of all pupils.
17. Participate and contribute to continuous professional development to ensure up to date knowledge and skills.
18. Support in examination circumstances as directed by the SENDCO.
19. To be responsible for your own health and safety and the health and safety of others and to adhere to the infection control criteria.
20. To be responsible for restocking changing areas with necessary equipment e.g. wipes, gloves, disposable bags.
21. Ensure at all times the cleanliness and 'operating readiness' of changing areas and learning spaces i.e. changing pods, work tops, changing beds, emptying and washing out bins, bodily fluids.
22. To be responsible for the general tidiness of specific changing areas e.g. spare clothes, containers for individual pads and other items needed for personal care duties.
23. To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.

24. To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
25. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
26. To use strategies, in liaison with the teacher, to support all students in the classroom to achieve learning goals
27. Undertaking of any other key roles at the direction of the Principal which has been designated to best serve the needs of the students of the academy.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced DBS background check. Term time working. There may be a need to work outside of academy hours and off academy premises, as required by the academy. No smoking policy.

Other specific duties/requirements

- To keep up-to-date with current procedures and practices through continuing professional development.
- Participate in the Trust's performance management scheme and to participate in training and development as required.
- To be aware of, and comply with, policies and procedures relating to safeguarding and child protection reporting any concerns to a designated person
- Be aware of, and comply with, policies and procedures relating to health and safety and security and confidentiality, reporting any concerns to an appropriate person.
- To support the Trust's equality and diversity procedures
- Attend staff meetings, training days, twilights and management meetings as required in linbe with the role
- To contribute to the team and demonstrate a flexible approach to undertaking responsibilities
- To contribute to the overall aims and ethos of the academy
- To carry out any other duties commensurate with the post.
- To undergo an enhanced Disclosure and Barring Service (DBS) check

- No smoking policy



PERSON SPECIFICATION

Job Title: Specialist Learning Support Assistant

Scale: SCP 7 - 11

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Criteria	How Identified	Desirable Criteria	How identified
SKILLS			
Ability to support the medical and personal care needs of an individual student with complex additional needs	Application form and selection process	First aid training	Application form certificates
Ability to safely use a hoist	Application form and selection process	Effective use of ICT to support learning	Application form and selection process
Ability to build trust with a student and parents/carers	Application form and selection process	Ability to self-evaluate learning needs and actively seek learning opportunities	Application form
Work constructively as part of a team	Application form and selection process		
Experience of supporting and facilitating students learning and progress	Application form and selection process		

<p>KNOWLEDGE & UNDERSTANDING</p> <p>Experience of supporting an individual with personal care</p> <p>Full understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p> <p>Understanding of child development and learning</p> <p>Working with or caring for children of relevant age</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p>	<p>Application form and selection process</p>		
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Essential Criteria	How Identified	Desirable Criteria	How identified
<p>QUALIFICATIONS/ TRAINING</p> <p>Maths and English GCSE (Grade A-C or equivalent)</p> <p>Training in the relevant health care competencies</p> <p>Training to support SEN students</p>	<p>Application form, qualification certificate and selection process</p> <p>Application form and selection process and/or certificate</p> <p>Application form and selection process and/or certificate</p>	<p>NVQ 2 or appropriate level of experience of operating in the classroom environment</p>	<p>Application form and selection process</p>
<p>OTHER CONDITIONS</p> <p>Maths and Literacy Assessment</p> <p>No smoking policy</p>			

There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check