

JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant
LOCATION:	The Ridgeway School
GRADE:	RID B3 to C4
SALARY:	£18,065 to £18,426 per annum FTE
HOURS:	25
WEEKS PER YEAR:	39
RESPONSIBLE TO:	SENCo/LSA Supervisor
DATE:	
Candidate's signature to confirm they understand the expectations of their role:	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

Job Purpose:

To provide support to students with a health care plan, ensuring their medical needs are met as required.

To assist in the support and inclusion of students with special educational needs within a mainstream school.

Key Accountabilities:

- Provide care and support for students
- Be responsible for the Health Care Plans ensuring their medical needs are addressed as required
- Liaising with external medical personnel as needed and recording appropriate notes within their medical files
- Be part of a first aid rota/team
- Oversight and manning of the Medical Room
- Responsible for individuals with medical needs

Supporting students learning, either in groups or through 1:1 work.

- The exact tasks will depend on the learning support needs of the student/s but may include: supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
- Differentiating work for individual students to suit their ability
- Using knowledge of students learning support needs to suggest appropriate adjustments to lesson plans to Teachers
- Clarifying and explaining instructions
- Ensuring students are able to use equipment and materials provided motivating and supporting students
- Helping students to concentrate on and finish work set
- Meeting physical needs as required while promoting independence
- Liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans
- Developing appropriate resources to support students
- Support in exams, as reader, scribe, prompt, practical assistant, for students identified as requiring exam access arrangements
- Across all subjects of the enhanced curriculum

Supporting students self-esteem, inclusion and behavioural development, e.g.

- Encouraging an acceptance and inclusion of the student with special needs
- Developing methods of promoting/reinforcing the student's self-esteem and independence
- Providing individual supervision in and out of the classroom for students with behavioural problems
- Establishing a supportive relationship with students
- Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- Supervising students on outings, school activities

Provide physical/personal care to students where required, e.g.

- Helping with dressing/toileting
- Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

Supporting the Teacher/s, e.g.

- Using knowledge and experience of the students concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support
- Contribute to the development of Individual Education Plans and reviews of student progress
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording student progress and contribute to the maintenance of this record
- Providing regular feedback about students to the Teacher/s

Supporting the curriculum

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

Supporting the school, e.g.

- Where appropriate, fostering and develop links between a student's home and school
- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling administering minor First Aid under the guidance of a qualified person

Other duties

The post holder may be required to perform duties other than those given in the job description for the post.

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

PERSON SPECIFICATION

JOB TITLE: Learning Support Assistant



Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview
Qualifications, Education and Training.			
First Aid qualification recognised by the HSE	E	X	
GCSE Grade C in Maths and English	E	X	
NVQ or equivalent qualification in a medical/health related subject	D	X	
Relevant qualification with regard to working with students	D	X	
Experience & Knowledge.			
Knowledge of SIMS system	D		X
Previous experience in a school environment	E		X
An administration background which can be applied to the needs of the role	D		X
Competent use of ICT	D	X	
Committed to the safeguarding of students and young people	E		X
Skills & Abilities.			
To work with students and have experience and sympathy for their medical needs	E		X
Good organisational skills	E		X
Able to maintain confidentiality	E		X
Good interpersonal skills, able to communicate with people at all levels	E		X
Able to deal with a number of different situations in quick succession	E		X
Values and Behaviours.			

Contacts and Relationships.			
Extensive contact with students involving mentoring and motivating Information is exchanged with teachers, parents, carers, external agencies	E		X
Physical, Mental and Emotional Demands.			
Long periods of sitting or standing. Participating in PE lessons.	E		X
Working very closely for periods, including managing reactions to behaviour with individuals	E		X
Special Requirements.			
To be fully engaged in the school and work within the school policies, procedures and approved methods but sometimes has to interpret these to deal with a problem.	E		X