



An All-through Co-operative School

JOB DESCRIPTION

POST TITLE:	Learning Support Assistant (Lower School) (Fixed Term Contract)
GRADE:	Scale 2, plus Outer London Weighting pro rata
RESPONSIBLE TO:	SENDCo – Lower School
ACCOUNTABLE TO:	SENDCo – Lower School
HOURS OF WORK:	22 hours per week, term time plus 5 inset days
PENSION:	Local Government Pension Scheme

Purpose of Post

The person appointed should by experience, training or aptitude be prepared to demonstrate an ability to support the learning of children with a range of SEND to include:

- Cognition & Learning
- Communication and Interaction (Autistic Spectrum Disorder and Speech & Language)
- Social, Mental and Emotional
- Sensory and Physical

Principal Accountabilities and Responsibilities

1. To be committed to the principle of inclusive education by supporting the learning of pupils with a variety of needs in and out of the classroom, including some support during break time and lunch time and after-school on a rota basis.
2. Support identified pupils by:
 - Being familiar with targets on Individual Plans
 - Liaising with Key Workers and Subject Teachers
 - Helping pupils become independent learners
 - Identifying pupils barriers to learning and help them access the curriculum
 - Offering simplified or additional explanations
 - Helping pupils to develop their speech, language and communication skills and working with a speech and language therapist where appropriate

- Offering support, as appropriate, with reading, written work and spelling
 - Ensuring the safety and integration of pupils with physical and sensory disabilities
 - Helping pupils to remain on task and to complete set work
 - Helping the pupil/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
 - Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
 - Utilising IT to enhance learning and record assessment
 - Help with physiotherapy exercise programmes when necessary– training will be given
 - Help with toileting of disabled pupils when necessary – training will be given
3. To work with pupils individually or in small groups, under supervision, to practise specific skills or to carry out classroom tasks.
 4. To key work a small number of pupils on the SEN register acting as a learning mentor.
 5. Contribute to the development and implementation of Individual Plans.
 6. Establish constructive relationships with pupils and interact with them according to their individual learning and emotional needs.
 7. Assist with the planning of learning activities.
 8. To keep appropriate records on work carried out and pupils progress (support summaries).
 9. Provide detailed feedback to class teacher, SENDCo and where relevant external agencies working with pupils about their progress, achievements and any problems; under guidance of teachers provide feedback to pupils on their progress and achievements.
 10. To attend and contribute to regular review meetings including annual reviews.
 11. Administer routine tests and invigilate exams.
 12. Support and supervise pupils during out of lesson times including before school, break times and lunch times.
 13. Accompany teaching staff on trips and school activities and take responsibility for a group under the general supervision of a teacher.
 14. Provide a range of clerical and administrative support to the SENDCo.
 15. To take part in regular in service training and to continue to update and improve professional skills; to attend meetings as required (e.g. Year Team meetings, Whole staff meetings).
 16. To do additional tasks as required by SENDCo and Line Manager.
 17. To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes.
- Demonstrate an understanding of the business aspects of schools.
- Experience of working in a fast-paced environment.

Abilities, Skills and Attributes

- Ability to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries.
- Be able to work as a member of a team.
- Demonstrate attributes of discretion, tact and diplomacy.
- Show initiative, drive and commitment to ongoing improvement.
- Be articulate and presentable.
- Be creative problem-solver with the ability to think ahead.
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload.
- Demonstrate a co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school.
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges.
- Be able to work under pressure and meet deadlines whilst producing work that is accurate.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons' s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management/Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.