

Job Description

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Learning Support Assistant	Post No	
Salary Band/Range	Band 'C'		
Responsible to	SENDCO		
Location	Langley School		
DBS Check	Enhanced		
Special Conditions	Term time only plus INSET Days (39 weeks)		

1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the educational and social needs of children with a range of SEND needs, in order to help them attain their full potential.

2. Key Responsibilities

2.1 Main Duties

Under the direction and supervision of a qualified teacher

- Assist pupils who may have challenges with integration into the normal routine of the classroom.
- Plan, prepare, evaluate and modify lessons and work plans to meet needs
- Assist in the implementation of programmes designed by other professionals such as the specialist teachers, SISS CLD/ASD/S&L teams.
- Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Monitor and track the progress of pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Attend staff meetings, parental consultations and other school events as required
- Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment
- Promote positive values, attitudes and especially good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Supervise children during playtimes, assemblies, on visits, trips and out of school activities as required.
- Assist children with personal hygiene routines, eg toileting which may involve manual handling (training will be given).
- Undertake physiotherapy programmes with students under the guidance of the

	Community Physiotherapy teams (training will be given)	
2.2	People	
	The job involves no direct responsibility for the supervision, direction or coordination of other employees, although you would be required to sustain a positive team culture.	
2.3	Safeguarding	
	Langley School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with	
2.4	Financial	
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.	
2.5	Buildings & Equipment	
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.	
2.6	Health & Safety	
	Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.	
2.7	Policies & Procedures	
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and procedures and that all duties and responsibilities are carried out in line with these.	
3. Other Conditions		
3.1	Mobility	
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade within school.	
3.2	Equal Opportunities	
	Langley School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.	
3.3	Variations to Job Descriptions	
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.	
3.4	Training and Development	
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.	
3.5	Core Qualities & Leadership Framework	
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.	

Compiled/Reviewed by:	CTH / HCL
Date:	May 2024

Signed:

Date: