
Great Oaks College

Job Description

Trainee Learning Support Assistant

Grade: 5

Hours of work: Monday to Friday, 30 hours per week, term time only (39 weeks)

Contract Type: Fixed term - Term time only

Responsible to: Class Teacher/Assistant Head Teacher

Main purpose of the job

- To support teachers, experienced teaching assistants and apprentices in providing for the personal care and medical needs of students including hoisting, physiotherapy programmes, manual handling and support in eating, drinking and using the toilet.
- To support the development of learning, independence, communication and behaviour under the guidance of the classroom team.

Main responsibilities and tasks

1. To be part of a classroom team, and work under the direction of the class teacher and experienced teaching assistants.
2. To work alongside the teaching assistant and teacher to maintain a purposeful, orderly, supportive and safe environment.
3. To assist with the development of resources for teaching activities, alongside the classroom team.
4. To assist the classroom team in delivering educational programmes, designed by the teacher and the therapists working in the college.
5. To take part in team meetings, reporting on student performance.
6. To support students with their personal care including feeding and toileting.
7. To support students' medical needs including those who are tube fed and those who may need emergency medication, suction or oxygen after training and when there is a trained healthcare assistant on site.
8. To supervise students during leisure time including whilst outside.
9. To be aware of the College's Adult Safeguarding policies and procedures.
10. To report immediately to the Head of College or Assistant Head teacher any concerns about a student's wellbeing.

11. To use experienced staff as a source of advice and guidance in developing own practice
12. To use communication strategies as identified in ILP's and SALT programmes.
13. To Support students in developing ICT skills.
14. To use ICT skills in their everyday work. taking photographs, videos to record progress
15. Follow Health and Safety procedures and report issues promptly.
16. Follow PHP's using identified strategies to keep everyone safe.
17. To undertake flexibly any other reasonable requests made by the head teacher, head of department or class teacher in line with the duties of support staff.

COLLEGE STANDARDS

Equal Opportunities: Great Oaks College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: Great Oaks College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: Great Oaks College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: Great Oaks College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....

Name of Post holder:

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.