

JOB DESCRIPTION

TITLE: LEARNING SUPPORT ASSISTANT

GRADE:

SCHOOL: Greenvale

SECTION:

POST NO:

REPORTS TO: Headteacher/Deputy Headteacher/Class or Group Teacher

We are committed to promoting the safety and well being of children and young people. The successful applicant will be requested to have a DBS check.

MAIN PURPOSE OF THE JOB

Working as part of a class and curriculum team including teachers and other support staff, to promote the learning and welfare of pupils/students in the school in a variety of ways under the guidance and supervision of your line manager or teacher.

"The role could vary from year to year and include working either as a general LSA or a 1:1 LSA within a team according to the needs of the school".

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS/STUDENTS

- 1.1** To support the pupils'/students' learning, under the direction of the teacher, to participate fully in all the activities of the school. E.g. by providing one to one support to pupils or working with small groups on activities planned by the teacher/H.L.T.A.
- 1.2** To have an input into the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- 1.3** Establish constructive relationships with pupils/students and interact with them according to individual needs.
- 1.4** Promote the inclusion and acceptance of all pupils/students.
- 1.5** Encourage pupils/students to interact with others using P.E.C's and engage in activities led by the teacher.
- 1.6** Promote self-esteem and independence.
- 1.7** Provide feedback to pupils/students in relation to progress and achievement under guidance of the teacher.
- 1.8** Respond to the welfare needs of the pupils/students and support pupils/students in their personal and social development programmes. E.g. eating, toileting and dressing, attending to colostomy bags. Also when trained if necessary carry out tube feeding, suctioning and administer oxygen in accordance with individual pupils/students care plans.
- 1.9** Under the supervision of the teacher implement physio programmes including putting a student/pupil into standing frames, putting on splints and undertaking exercise plans with pupils/students.
- 1.10** Use of ICT to help to support pupils/students learning.

SUPPORT FOR TEACHERS

- 2.1** To support the teacher in the organisation of activities and materials.
- 2.2** Maintain learning equipment, environment and resources, such as P.E.C's materials i.e. cleaning equipments as directed by a teacher.
- 2.3** Under the direction of a teacher, prepare materials and aids for use in the class, to facilitate access to the curriculum, e.g. paints, standing frames and assist pupils/students in their use. Use P.C's, photocopiers or other equipment to reproduce learning materials as required.
- 2.4** Monitor pupils/students responses to learning activities and accurately record achievement/progress as directed.
- 2.5** Help maintain the health and safety of pupils/students and colleagues in the school by assisting in maintaining a clean and tidy environment and equipment such as cleaning the fridge, tidy walk in cupboard, washing up dishes and wipe tables and other cupboards and surfaces in classroom and in other areas of the school such as toileting areas and for example physio equipment, identifying and reporting any hazards that cannot be dealt with to your line manager.
- 2.6** Promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy using Team Teach programmes in class under a teacher's supervision when necessary and encourage pupils/students to take responsibility for their own behaviour.

SUPPORT FOR THE SCHOOL

- 3.1** Provide support with the supervision of pupils/students out of lesson times e.g. playtime.
- 3.2** Take part in swimming sessions which involve both assisting pupils/students in the changing room and going in the pool during the session.
- 3.3** Be aware of confidential issues linked to home/pupil/student/teacher/school/work and to keep confidences as appropriate.
- 3.4** To provide basic immediate first aid in response to a minor accident and when trained, if necessary, administer emergency medication in accordance with individual pupils/students care plans e.g. Epipen and Buccal medazapan.
- 3.5** Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- 3.6** Be aware of and support diversity and ensure all pupils/students have equal access to opportunities to learn and develop.
- 3.7** Contribute to the overall ethos/work/aims of the school.
- 3.8** Appreciate and support the role of other professionals working in school and giving extra support when an agency/supply teacher is appointed in class.
- 3.9** Attend and participate in relevant meetings as required.
- 3.10** Participate in training and other learning activities and performance development as required.
- 3.11** Accompany teaching staff and pupils/students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- 3.12** To accompany pupils/students on local visits and shops max ratio 1 to 2

3.13 Any other duties as directed by the line manager, in keeping with the nature and grade of the post.