

Job Title	<b>Learning Support Assistant</b>
Job Type	Permanent
Job Hours	30 hours a week x 44.46 weeks a year
Pay Grade/scale	OUTL4 (7-10)
Location	Hatchside School
Responsible to	Head of School

### **Job Purpose**

To work under the supervision of teaching staff to undertake care and support programmes for pupils and support access to learning both in the classroom and outside the main teaching area. The post holder will be working with pupils with significant, severe and profound learning disabilities and difficulties.

### **Duties and Responsibilities**

- Attend the pupils' personal needs and implement related personal programmes including social, health, medical, physical, hygiene, and basic first aid and welfare matters. This will include toileting and other personal needs assistance including intimate care procedures.
- Establish good working relationships with an understanding of pupils, acting as a role model and being aware of and responding appropriately to individual needs. On occasion, the post holder may be expected to implement specific management strategies which may include physical intervention following school procedures and guidelines.
- Provide support for pupils ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.
- Promote the inclusion of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Support the communication needs of the pupil including the use of Makaton, symbols and any other appropriate strategies.
- Encourage pupils to act as independently as appropriate.
- Responsible for following feeding programmes, ensuring that food and drink are suitably prepared and administered appropriately i.e. oral feeding or through gastro line.
- Where required administer medicines including emergency medicine (e.g. rectally/ orally) in order to safeguard pupil's immediate wellbeing, undertake the safe operation of medical support equipment such as nebuliser, oxygen and suction equipment.
- Responsible for using appropriate handling equipment, lift and hoist pupils in and out of wheelchairs, standing frames etc. Where necessary, and required, ensure that pupils are appropriately fitted with body braces, helmets and other personal safety gear.

### **Support for the Teacher**

- Prepare classroom as directed for activities and clear afterwards and assist with the display of pupils work.
- Undertake pupil record keeping as required.
- Assist in the planning of learning activities as part of the classroom team.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Be aware of pupil progress, achievements, problems and report to the teacher as agreed.

- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Pass information to and from parents/carers as directed.
- Provide clerical admin support, for example photocopying, laminating and filing.

### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, and the recording of progress, adjusting activities according to pupil responses in consultation with teaching staff.
- Support pupils in respect of local, national and school based approaches to teaching and learning.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use.
- Assist and support pupils in swimming and other physical activities (such as horse riding and PE). This will include changing clothes, ensuring safety equipment is fitted and the pupils wellbeing while undertaking physical activities.

### **Support for the School**

- Be aware and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and completing the appropriate health and safety forms.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall aims, values and ethos of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times e.g. break and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Being responsible for driving the school minibus (if appropriately trained), undertaking vehicle and safety checks, ensuring that pupils are properly and safely positioned in the minibus.

### **Person Specification/qualities**

The successful candidate will:

- Have good basic literacy and numeracy skills.
- Have NVQ2 in childcare or equivalent qualification.
- Ability to communicate effectively with pupils and staff in the school.
- Have an awareness and understanding of the needs of the children with physical disabilities, learning difficulties, sensory impairments, challenging behaviour and medical difficulties.
- Be able to assist in the physical care and behaviour management of pupils, including moving, lifting and handling when appropriate.
- Have physical and emotional resilience.

- Be able to work effectively under the supervision of others and on own initiative.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Have patience, calmness and a sense of humour.
- Be able to show a commitment to equal opportunities.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Be able to identify own learning needs and be will to acquire new skills and knowledge.
- Have a friendly and positive attitude.
- Be patient.

### **Responsibilities**

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post.

### **Other Requirements**

- Promote the vision, aims and values of the school and in so doing support its leadership
- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to appropriate person
- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment