



Responsible to: Key Stage Lead LSA

MAIN ELEMENTS

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 of the main teaching area. To work with pupils with significant, severe and profound learning disabilities and difficulties.

ACTIVITIES

Support for the pupils

1. Attend to the pupils' personal needs and implement related personal programmes including social, health, medical, physical, hygiene, basic first aid and welfare matters. This will include toileting and incontinence care. Be responsible for all aspects of feeding, toileting, changing & student hygiene, (including gastrostomy & suction) and administering medication including nebulizing.
2. Establish good working relationships with and an understanding of pupils, acting as a role model and being aware of and responding appropriately to individual needs. On occasion, the LSA may be expected to implement specific management strategies which may include physical intervention, following school procedures and guidelines.
3. Provide support for pupils ensuring their safety and access to learning activities.
4. Assist with the development and implementation of Individual Education/Behaviour Plans and personal care programmes.
5. Promote the inclusion of all pupils.
6. Implement and record students' progress using Toe by Toe, Step by Step and Connecting Steps.
7. Encourage pupils to interact with others and engage in activities led by the teacher.
8. Support the communication needs of pupils including the use of Makaton, BSL, PECS, symbols and any other appropriate strategies.
9. Encourage pupils to act independently as appropriate.
10. Supervise pupils at lunchtime, including taking responsibility for feeding and preparing food (training will be provided).
11. Be aware of the effect that pupils' medical conditions can have on learning.

12. Where required, administer medication and emergency medication such as buccal and rectal diazepam, asthma inhalers, insulin injections and EpiPen. Be responsible for the care of colostomy bags in order to safeguard pupil's immediate well being. Accompany pupils to hospital in the first instance until a parent/carer arrives (this could be outside school hours).
13. Be responsible for using appropriate handling equipment, lifting pupils in and out of wheelchairs, standing frames, leg braces/splints, including facilitating students' access to all forms of transport.
14. Be aware of and implement school procedures when dealing with students with above average levels of emotional stress, particularly in students with behavioural difficulties. The LSA can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols.
15. Provide individual support such as: annotating pupils' work; interpreting for pupils with speech difficulties; presenting pupils' work where there are fine motor skills difficulties; adjusting resources for pupils with sight difficulties.

N.B. Some duties such as toileting and first aid could result in exposure to bodily fluids.

Support for the curriculum

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses in consultation with the teaching staff.
2. Support pupils in respect of local, national and school based approaches to teaching and learning.
3. Support pupils in using basic ICT as directed.
4. Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use.
5. Assist and support pupils in PE and other physical activities which may be off site such as sailing, horse riding, tennis, cycle training and swimming (some activities without a teacher present). This will include changing clothes, ensuring safety equipment is fitted and ensuring the pupil's wellbeing while undertaking physical activities.

Support for the teacher

1. Prepare a classroom as directed for activities and clear afterwards.
2. Become familiar with the lesson objectives.
3. Undertake pupil record keeping as required.

4. Assist in the planning of learning activities as part of the classroom team.
5. Use strategies, in liaison with the teacher, to support pupils in achieving learning goals.
6. Be aware of pupil progress, achievements, problems and report to the teacher as agreed.
7. Support the teacher in managing pupil behaviour, reporting difficulties.
8. Pass information to and from parents/carers as directed.
9. Provide clerical administrative support i.e. photocopying, laminating and filing.
10. Make resources to aid learning and inclusion of pupils, as required.

Support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person and completing the appropriate health and safety forms.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Be aware of students' Individual Education Plan (IEP) and termly forecasts/learning programmes.
4. Be responsible for maintaining knowledge of students' behaviour programmes.
5. Participation in students' behaviour programmes including risk assessment process.
6. Contribute to the overall aims/ethos of the school.
7. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
8. Appreciate and support the role of other professionals.
9. Attend relevant meetings as required.
10. Participate in training and other learning activities and performance development as required.
11. Supervise on the playground, in classroom based clubs and break and lunchtimes. There may be opportunities to support after school activities.

12. Accompany teaching staff and pupils on trips, visits and residential visits (these could be out of school hours) and take responsibility for a group or individual pupil.
13. Take the class/tutor group register when necessary.
14. Supervise lessons when a cover teacher is not available.
15. Make displays for classrooms and cabinets around the school.
16. Deal with lost property.
17. Check a pupil's readiness to travel independently (this could be making the journey with the pupil without a teacher).
18. Take a pupil to and stay with her/him on her/his work experience without a teacher.
19. Communicate with pupils' homes when necessary.
20. Take part in appropriate staff development e.g. training days.

Additional responsibilities (for staff who have been appropriately trained)

1. Be responsible for driving the school minibus without a teacher, ensuring that pupils are properly and safely positioned.
2. Be responsible for transporting to and assisting with horse riding and sailing without a teacher present, ensuring the safety of the pupils.
3. First Aid responsibilities (First Aid trained staff).

PERSON SPECIFICATION

Job Title	Learning Support Assistant (Special School)	Grade	Scale 4
School	Little Heath School		
<p>Education and Qualifications:</p> <ul style="list-style-type: none"> • NVQ3 or equivalent • GCSE English or other qualification that enables you to demonstrate literacy • GSES Maths or other qualification that enables you to demonstrate numeracy 			
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to communicate effectively at all levels, even in difficult situations • Ability to prioritise work and be methodical. • Able to maintain confidentiality • Self motivated and resilient • Reliable, honest and trustworthy • Must be committed to the role 			
<p>Special aptitudes</p> <ul style="list-style-type: none"> • Enthusiasm for involvement in the education process • Committed to equality for all • Willingness to be flexible within school 			

Experience

- Experience of working with or caring for children and/or young people with special educational needs
- Good use of numeracy and literacy
- Able to use basic technology – computer, video, photocopier.
- To relate well to children and adults.
- To work constructively as part of a team,
- Understanding classroom roles and responsibilities and your own position within these.
- Experience dealing with pupils who have challenging behaviour
- Experience dealing with pupils on the autistic spectrum

ICT Skills

Basic ICT skills

Behaviour Management

Knowledge of behaviour management

Knowledge of deal

Other job requirements:

- Enhanced DBS Check.
- All reasonable task as required