

Job Description – LEARNING SUPPORT ASSISTANT

Job Title	Learning Support Assistant
Grade	LGS 7-8
Reports to	SENDCO
Liaison with	Teaching staff, support staff, Headteacher, students
Location	St Martin's School
Job Purpose	<ul style="list-style-type: none"> • Provide skilled support to a named student with complex difficulties. • To work in partnership with class teachers to support students with special educational needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Duties	<p>Specific Duties (Personal and Health Care):</p> <ul style="list-style-type: none"> • To attend to the student's personal needs. This may include help with all care and health matters, including toileting, physiotherapy, dressing, mobility, medication, feeding and minor first aid. • To have a good understanding of the student's healthcare needs. • To attend to the student's personal needs including help with social and welfare matters. • To work with therapists involved with the student to ensure all appropriate therapy is provided as stated in the agreed programmes of care whilst the student is in school. • To supervise, monitor and record eating and drinking in line with the student's specific needs. • To be aware of the specific signs/symptoms for the student that would indicate that the student was becoming unwell and keep an up-to-date health record. • To have a full understanding of the emergency care that the student would need if the student was to become acutely unwell in school and the process to be followed. • To assist the student with all manual handling needs whilst in school. • To develop self-care skills where appropriate. • Risk assess any given situation in terms of suitability for the student. • Understand and comply with the specific Complex Needs Risk Assessment. • Carry out specific additional care tasks for the student only at the direction of a suitably qualified member of staff and once full training has been given. • To support and attend to the student's needs at home, when required and approved by SENDCO. • To aid the student to learn as effectively as possible in both group situations and individually. • To encourage integration and acceptance of the student with special needs. • To develop methods of promoting and reinforcing the student's self-esteem. • To assist the student during activities e.g. swimming, PE. • To encourage the student's independence and self-reliance. <p>Duties</p> <p>Specific Duties (Learning Provision):</p> <ul style="list-style-type: none"> • Establish a positive relationship with the students supported.

- Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Liaise with staff, parents and other relevant professionals and provide professionally documented information about students as appropriate.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills.
- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Assist with the development and implementation of One Plans.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Assist the teacher and other staff in the implementation of care programmes.

Non student specific in-class support duties:

- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- To confidently participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour.
- Liaise with school staff in person and via email, actively checking school email account for correspondence.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Interact with, and support students, according to individual needs and skills.
- Assist with the development and implementation of One Plans for students with a Statement of Need or Education, Health and Care Plan (EHCP).
- To operate, and as appropriate, maintain specialist equipment.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- To assist with the display and presentation of students' work.
- To supervise students for limited and specified periods including break-times when the postholder should facilitate games and activities.
- To assist with escorting students on educational visits.
- To assist students during activities e.g. swimming, PE.

<p>General</p>	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Learning Support Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Completion of DfE DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SENDCo	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health and Safety	Basic understanding of health and safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role