

# The Chiltern School

## Learning Support Assistant Level 3

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 3A (SEN) point 6-9 / £19,678.80-£20,688.56 per annum actual
Working Hours	35 hours per week, term time only plus 5 inset days

# The Chiltern School

## Learning Support Assistant Level 3

### Job Purpose

You will provide support for the teacher to lead child centred learning to promote child development, good outcomes and ensure pupil safety. You will work with small groups or individual pupils to promote inclusion.

You will act as a mentor for other Learning Support assistants and cover for colleagues.

### MAIN RESPONSIBILITIES

#### Support for Pupils

Under the guidance of the class teacher, to support pupils in all aspects of their learning and ensure they access the curriculum.

Lead whole class groups delivering plans prepared by the class teacher.

Provide cover for short term teacher absence.

Develop and lead learning activities to small groups of pupils or individuals.

Promote pupils' learning and independence by adapting learning activities to suit pupil needs and following pupils' leads to extend their learning.

Promote and support the inclusion of all pupils in learning activities and maximise their achievement.

Promote positive behaviour in pupils through high expectations and clear boundaries.

Assist with the organisation and preparation for school visits and the supervision of pupils on such visits, in liaison with the Group Leader.

Take responsibility for individuals or small groups in offsite activities.

Be able to use school data management systems such as SIMS and Google Drive, in line with school policies and procedures

Attend to the personal care needs of pupils; this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding as required.

# The Chiltern School

## Learning Support Assistant Level 3

Under guidance from a range of therapists ensure pupils' therapeutic needs are integrated into the school day.

Develop leisure opportunities and supervise pupils at unstructured time to support the development of communication, physical development, social relationships and interaction skills.

### Support for Teachers

Support and work with the teacher to identify and respond appropriately to individual needs of pupils so that they make progress towards their outcomes.

Contribute to discussion about the most appropriate learning outcomes and strategies enabling each pupil to have a PLP that is understood by all.

Support assessment of learning by using Evidence for Learning, capturing and uploading evidence.

Ensure the register is taken in accordance with policy in absence of a teacher.

Efficiently prepare, maintain and use appropriate classroom teaching materials and equipment.

Create and maintain a purposeful, orderly environment for pupils' learning, ensuring displays, use of equipment and resources are kept tidy and organised.

### Support for the Curriculum

Develop your knowledge of the curriculum and contribute ideas to develop pupils' learning and skills.

Support learning through the development and production of resources and materials.

### Training Expectations and Support for the School

Make a commitment to your own professional development, undertaking training and development, identifying your own gaps in learning.

Complete mandatory training as required and attend staff meetings as part of directed time and as contract dictates

# The Chiltern School

## Learning Support Assistant Level 3

To undertake training in order to implement school policies and procedures including being competent on school ICT platforms, including:

- Health and safety
- Child development
- Manual handling and lifting
- Team teach
- CATHS Approach (Makaton, PECS and BSL)
- Current SEND practice
- SIMS
- Google Drive
- Evidence For Learning
- National College
- Smartlog

Work collaboratively with colleagues as part of a professional team.

Assist in the general efficient operation of the school, including providing cover for other support staff as necessary and providing cover for teachers as directed, supervise and guide the work of other Learning Support Assistants.

Supervise, guide and mentor the work of other Learning Support Assistants.

Maintain an up to date knowledge of school policies and working practices.

Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information, being aware of the professional boundaries and GDPR.

Undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe.

Adhere to the Child Protection and Safeguarding Policies.

Participate as a member of the school community in promoting the work of the school.

Undertake any other duties of a similar level and responsibility as may be required from time to time.

# The Chiltern School

## Learning Support Assistant Level 3

### Safeguarding Children

#### CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

# The Chiltern School

## Learning Support Assistant Level 3

<b>Person Specification</b>			
<b>Methods of assessment</b>	<b>Essential/ Desirable</b>	<b>Application</b>	<b>Interview</b>
<b>Qualification, Education and Training</b>			
NVQ Level 3 in Childcare & Education or NNEB	E	X	
English/Maths GCSE or equivalent Level C	E	X	
Team Teach trained	D	X	
Training in autism/SEND	D	X	
Trained in Manual Handling	D	X	
<b>Experience and Knowledge</b>			
Demonstrable experience of working with children in a school environment.	E	X	X
Evidence of knowledge and ability to contribute to the planning and development of educational activities.	E	X	X
Evidence of knowledge of children's communication skills	E	X	X
Evidence of a sound knowledge of child development	E	X	X

# The Chiltern School

## Learning Support Assistant Level 3

Demonstrable experience of working with children in a SEND school	D	X	X
Experience of supervising others.	D	X	X
Knowledge or experience of communication strategies.	D	X	X
Knowledge of Signing, PECS, Communication Strategies.	D	X	X
Evidence of experience of team leadership.	D	X	
To be familiar with educational programmes, ipads and switches.	D	X	
Understand how child development and milestones are impacted by LDs.	D	X	X
Understanding of Trauma Informed Practice	D	X	
<b>Skills and Abilities</b>			
Evidence of an understanding of methods of teaching and styles of learning.	E	X	X
Evidence of leading learning activities or lessons	E	X	X
Evidence of developing and delivering a programme of learning that led to pupil progress	E	X	X

# The Chiltern School

## Learning Support Assistant Level 3

Evidence of supporting pupils learning in reading, writing and number work.	E	X	X
Evidence of good communication and interpersonal skills.	E	X	X
Evidence of ability to communicate effectively with pupils, parents/carers and professionals.	E	X	X
Good standard of spoken and written English.	E	X	X
Evidence of good organisational and time management skills.	E	X	
Evidence of ability to lead & support others effectively.	E		X
Evidence of an understanding of boundary setting and his experience of pupil behaviour.	E	X	X
Evidence of ability to work collaboratively with teachers and others.	E	X	
Evidence of ability to take responsibility and work with autonomy within set boundaries.	E	X	
To be computer literate and able to use ICT in a classroom setting	E	X	
Ability to meet physical needs of pupils.	E	X	



# The Chiltern School

## Learning Support Assistant Level 3

Ability to participate in swimming, PE and physical activities.	E	X	
<b>Values and Behaviours</b>			
Evidence of a willingness to undertake appropriate professional development.	E	X	
Evidence of commitment to the principles of equality and celebrating diversity.	E	X	X
Commitment to promoting the school and taking an active part in the wider life of the school.	E	X	X
Commitment to promoting pupil wellbeing and knowledge of safeguarding within a school setting.	E	X	X