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Learning Support Assistant Level 1

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|  | **Print Name** | **Signature** |
| **Date Effective** |  |  |
| **Head Teacher** | L Leonard | X:\1 NEED TO KNOW (SCHOOL GENERAL INFO FILE)\Lisa Leonard signature.jpg |
| **Line Manager** |  |  |
| **Employee** |  |  |

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| **GRADE:** |  |
| **REPORTS TO:** | **Class Teacher / Deputy Headteacher / Headteacher** |

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| **JOB PURPOSE:**  Under the instruction and guidance of teaching staff, health staff and other professionals, to maximise the participation of pupils in the social and academic processes of the school. To encourage pupils to become more independent learners and promote the development of skills during the lunchtime and at times across the school day as directed and contracted. You will provide support to the Teacher across a range of child centred activities to promote child development and learning and to ensure pupil safety. You will work with small groups or individual pupils |
| **MAIN RESPONSIBILITIES**  **Support for Pupils**   * To support and supervise pupils before, during and after the midday meal, delivering programmes under the direction of the class teacher. * To promote all aspects of learning around meal times including collecting meals and making choices, carrying equipment, using cutlery (including specialist equipment), and wiping their hands and faces after eating. * To ensure the promotion of appropriate hygiene routines, promoting pupil independence throughout * To develop pupils’ play, leisure and interaction skills through organising and playing games as well as implementing positive behavior in line with the school’s Expectations and Self-regulation policy. * To 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; promoting independence through following pupils’ PLPs * To ensure that all equipment is returned to the correct area of the dining room (supporting pupil independence in this where possible) and that any washing takes place as needed (bibs, aprons, wiping of tables etc) * To ensure that pupils are safe and that necessary steps are taken when pupils are sick, or need first aid (including reporting incidents/accidents and summoning assistance from a qualified first aider as needed) * To ensure that any safeguarding concerns are reported and that the school’s Safeguarding policy is implemented * To ensure that class teachers are informed of any issues which have occurred * To support in delivering teaching programmes and learning activities to small groups and individuals as directed. * To assist with physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist. * To promote and support the inclusion of all pupils in the learning activities in which they are involved. * To assist with the supervision of pupils on visits, in liaison with the Group Leader. * To assist with school transport at the beginning or end of the day (as contract determines), ensuring that pupils enjoy a safe journey to and from school. Report any concerns to the Leadership Team.   **Support for Teachers**   * Working under the direction of a teacher, support pupils learning by adapting and developing learning opportunities. * Contribute to the implementation of Personal Support Plans (PLP). * To assess and share pupil’s progress and achievements. * To develop and extend learning opportunities based on pupils prior learning. * To maintain and use classroom teaching materials and equipment. * To have high expectations of pupils behaviour and maintain classroom discipline.   **Training expectations:**  To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.  To undertake training and implement school policies and procedures including:-   * Infection control hygiene guidelines. * Manual handling and lifting * Hoisting * Team teach * Makaton signing and PECS. * Autism Awareness Training * Diversity * ICT, including laptops, tablets PC’s * Light and sound equipment and sensory learning equipment.   **Support for the School**   * To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants * To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Leadership Team. * To participate in appraisal arrangements and undertake training and development activities. * To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information. * To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe. * To maintain an up to date knowledge of school policies and working practices. * To adhere to the Child Protection and Safeguarding Policies. * To undertake tasks of a similar nature and level, as directed by the Headteacher. |

**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 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’.

**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** |
| Qualifications | Good general standard of education | Pass in English/Maths GCSE or equivalent at Level D or above. |
| Relevant Experience | Experience of children (including own children) | Previous experience of working with special needs children and /or in a caring or educational environment |
| Skills and Abilities | Excellent communication skills and evidence of being able to communicate effectively with pupils and staff  Evidence of an understanding of Health & Safety issues of working with pupils  Evidence of ability to develop and extend learning opportunities for pupils  Evidence of an ability to work collaboratively with teachers and others.  Evidence of an understanding of needs of children | Evidence of ability to follow programmes to small groups and individuals as directed. |
| Other Requirements | Evidence of a willingness to be flexible.  Evidence of a willingness to undertake appropriate further training  Evidence of a commitment to the principles of equality and celebrate diversity.  Evidence of ability to meet physical needs of pupils and this active post.  Evidence of a willingness to undertake First Aid Training if required. | Training in areas of special educational needs and disabilities (SEND), manual handling and behaviour management.  First Aid at work qualification |