

Job Title:	Learning Support Assistant
Salary:	Grade 5
Post Name:	
Key Base:	Castle Rock High School <i>With the flexibility to work in other schools within the MAT as required.</i>
Hours:	31hrs per week, 39 weeks per year
Responsible to:	SENDCo & Classroom Teachers
Accountable to:	Senior Leadership Team
Core Purpose:	To work under the direction and supervision of a teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: assisting with planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of students
Responsible for:	Supporting students' learning as directed
Liaising with:	SLT, teaching/support staff across the MAT and at other schools in the area, external agencies and parents.

Main duties & responsibilities:

1. To work under the supervision of a teacher to provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
2. To work under the direct supervision of a teacher to carry out planned learning activities to meet the specific needs of designated children, either individually or in small groups, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
4. To observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
6. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
7. To prepare and utilise ICT resources to support pupils learning.
8. To prepare and support the use of learning materials, adapting them as necessary to meet the needs of the designated pupil(s).
9. To participate in educational visits and off-site activities in order to support the full engagement of the designated pupil(s).
10. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
11. To interact with and respond positively to children, young people and adults.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. To contribute to the provision of support for bilingual / multilingual pupils if required.
14. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required). (Primary and Special schools)
15. To support, as appropriate, in instances where pupils are unwell whilst at the school*

16. To provide toileting support to pupils as necessary**

Occasional duties and responsibilities not affecting the grade of the post:

It is recognised that from time to time named/designated children may be absent from school or otherwise taken out of the normal timetable, such that SEN support is *temporarily* not required. At these times SEN LSAs are expected to be flexible and may be required to undertake other tasks commensurate with the grade of the post, including but not limited to:

17. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
18. To contribute to the creation of visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

* first aid should only be provided by staff who hold appropriate first aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

** these duties only to be undertaken after appropriate risk assessment and training have been provided.

Support the School by:

- Undertaking group activities with children as agreed.
- Where appropriate, participating in the training of students on placement and to help supervise their progress.
- Supporting individual programmes for children with special needs and be instrumental in lesson plans, monitoring and evaluation procedures.
- Working as part of the whole school and attend relevant staff and team meetings, respecting all colleagues' roles within the establishment.
- Constantly re-appraising professional performance and participating in relevant training courses and meetings.
- Taking part in the school's professional development programme.
- Undertaking any other duties that are considered reasonable within salary grade of this post.

Knowledge and Skills:

- Ability to work with children in a learning environment.
- Good interpersonal skills.
- Ability to work as part of a team.
- Empathy with children.
- Willingness to attend course to update knowledge.
- A high standard of literacy and numeracy.
- Knowledge of Child Protection and appropriate Health & Safety Regulations.

Staff Development/ Recruitment/Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SPECIAL FACTORS

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

Note 2:

The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.

- a) The detail of the duties will be determined following consultation with the postholder.
- b) The Trust operates a no smoking policy on all campuses.

Note 3

The contents of this job description will be reviewed with the post holder on a regular basis in line with the Trust's Performance Management and Pay Policy.

Note 4:

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

Note 5:

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

Note 6:

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Note 7:

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Potholder's signature:			
Printed:		Date:	
SLT signature:			
Printed:		Date:	