

**Job Description – St Peter’s School**

**Learning Support Assistant**

***The school is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.***

**RESPONSIBLE TO:** INCLUSION LEADER

**GRADE:** H2

**Purpose of the role:** To work with teachers as part of a professional team to support teaching and learning for a pupil with SEND. Providing learning support to a pupil who needs particular help to overcome barriers to learning. Provide support to pupils around their communication, social and emotional needs.

**Responsibilities:**

* Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Support the teacher in monitoring, assessing and recording pupil progress/activities
* Provide feedback to pupil in relation to attainment and progress under the guidance of the teacher
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* Share information about pupil with other staff, parents / carers, internal and external agencies, as appropriate
* Understand and support independent learning and inclusion
* Work with pupils on therapy or care programmes, designed and supervised by a therapist.
* Support pupil in social and emotional wellbeing, manage any behavioural issues and report to the class teacher.
* Attend to the pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities if necessary
* Ensure knowledge and understanding of pupil’s Education Health Care Plan and that the provision is being implemented

**Teachings Assistants in this role may also undertake some or all of the following:**

* Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
* Update pupil records
* Assist with break-time supervision including facilitating games and activities
* Assist with escorting pupils on educational visits
* Support pupil in using basic ICT
* Undertake moving and handling activities as required.

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| **Knowledge**  NVQ level 1 (or equivalent)  Basic knowledge of ICT  Awareness of Health, wellbeing and safety  Awareness of keeping children safe  Awareness of Data protection and confidentiality  First Aid  Understanding of the Schools ethos and values  Awareness of Down Syndrome | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation  Resilience  Sensitivity  Ability to work on own initiative |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the appraisal process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*