

Job Title: Learning Support Assistant
Grade: H3
Hours of Work: 20 hours per wk – term time only



Every member of staff at Bowmansgreen Primary School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, values and ethos of the school.

Purpose of the Job

- To assist in promoting the learning, personal development and safety of pupils with SEND
- To provide support to the class teacher in the management of pupils' learning, social interaction and mobility around school
 - To enable pupils to access the curriculum and learning environment and make best use of the educational provision

Main Responsibilities and Duties

To support pupils to access the curriculum and learning environment as fully and effectively as possible both in 1 : 1 and group situations, for example:

- Supporting and prompting pupils to move carefully, confidently and safely around school
- Ensuring that when sitting, pupils are well supported, comfortable and ready to learn
- Ensuring that pupils are able to use equipment and materials provided
- Helping to make appropriate resources to support pupils' learning and classroom participation
- Monitoring pupils' responses to activities and, where appropriate, modify or adapt these activities as agreed with the teacher, to achieve the intended learning outcomes
- Giving positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop independence and self-esteem.
- Supporting pupils in developing social skills, both in and out of the classroom
- Supporting the use of ICT, including with specific programmes, to support learning
- Under the direction of teachers, carry out and report on observations of pupils to gather evidence of knowledge, understanding and skills to inform judgements about development and progress
- Where appropriate, to know and apply positive lifting and handling techniques
- Supporting playground/break time supervision, whether inside or outside
- Accompanying teachers and pupils on educational visits
- Supporting pupils with toileting and intimate care
- Assisting with the development of a pupil passport and personal care programmes and plans
- To attend training relevant to the pupil and this role and responsibilities

General

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- Help prepare and tidy classrooms and assist with the display of pupils' work
- Provide clerical/admin support, e.g. photocopying, preparing documents, filing, collecting money, record keeping
- Assist with the planning and delivery of learning activities for other class individuals, groups and whole class, under the supervision of a teacher
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of the teacher
- Supervise play during playtime and lunchtime
- Supervise, and provide individual support, for pupils with identified special educational needs
- To establish trusting, supportive relationship with pupils
- To promote the acceptance and inclusion of the pupil with SEND, encouraging interaction with each other pupils in an appropriate and acceptable manner

- To know and apply school policies, including Child Protection, Health and Safety, Behaviour, Teaching and Learning and Equal Opportunities
 - Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
 - To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
 - Being aware of confidential issues linked to home/pupil/teacher/school
 - To work in partnership with all school staff to ensure all pupils' learning is well supported
 - To administer medication when required, in accordance with school policy

Child Protection

Safeguarding children is at the heart of all policies, practice and procedures and all interactions with pupils at Bowmansgreen.

Physical Effort There is a requirement, subject to appropriate training, to lift and carry children, where necessary.

Working Conditions There is a need, from time to time, to wipe up blood and other bodily fluids.

Supervision

The post holder will work under the supervision of the SENCO and class teachers

Contacts

The post holder will work with all members of staff in the school, pupils, parents and carers, governors and other social, health and education professionals.

Equalities Support and celebrate inclusion and difference, complying with the school's Equalities, Diversity and Inclusion policy.

Disclosure and Barring Service (DBS)

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 for the application form. If you are invited to an interview you will receive more information.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment)

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder will have a performance management interview each year and is expected to accept any reasonable alterations that may be necessary from time to time. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practises.

Knowledge, Experience and Training

- A kind, caring and nurturing person
- Ability to work using own initiative and as part of a team
- Experience of providing high quality care to young children
- Experience of working with pupils with SEND
- Current first aid certificate (or willingness to qualify)

Signed

Dated