



Ashwell Primary School

Shaping futures: Together we learn, care and grow

Learning Support Assistant – Job Description

Name:	
Salary Scale:	H3
Contract Type:	
Hours:	
Reports to:	Headteacher / Deputy Headteacher (SENCO) / Class Teacher

Core Purpose of the Role and main duties:

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key responsibilities

- ✓ Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN.
- ✓ Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- ✓ Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
- ✓ Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
- ✓ Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- ✓ Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
- ✓ Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
- ✓ Provide lunchtime supervision as a midday supervisor

Individuals in this role may also undertake some or all of the following:

- ✓ Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues.
- ✓ Support preparation for OFSTED inspections and action any recommendations that may result from inspection.
- ✓ Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- ✓ Work with pupils not working to normal timetable.
- ✓ Establish and maintain relationships with families and carers and other adults, e.g., speech therapists.
- ✓ Advise and assist pupils in the proper use and deployment of complex personal and learning aides and equipment.
- ✓ Escort and supervise pupils on educational and out of school activities.
- ✓ Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
- ✓ Support the work of volunteers and other teaching assistants in the classroom

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.

Job Context

- ✓ The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- ✓ Works under the direction of a teacher. Supports learning by selecting suitable activities / methods for learning activities.
- ✓ Contributes to planning and development of learning activities with teachers and responds to activity-related problems without referral to teachers.
- ✓ May be involved in planning, organising and developing Individual development plans for pupils (such as Individual educational plans).

- ✓ Under the direction of a teacher, takes responsibility for assessing pupils' overall learning needs in specialist field and providing learning activities for groups and/or whole classes of pupils, including planning and adjusting lessons and other activities.

Knowledge, Skills & Abilities

- ✓ Skills and knowledge in providing support to pupils.
- ✓ Requires knowledge and procedures for developing and delivering learning activities for pupils with additional special needs, including adapting activities according to pupil responses.
- ✓ Basic knowledge of Health, wellbeing and safety
- ✓ Awareness of keeping children safe
- ✓ Basic knowledge of First Aid
- ✓ Awareness of Data protection and confidentiality
- ✓ Understanding of the Schools ethos and values
- ✓ Developed skills for communicating with pupils, including those with additional needs, to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/carers, and other agencies.
- ✓ Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- ✓ The jobholder will usually be managed by a member of the school's senior leadership team or by a more senior teaching assistant but may work with several teachers.
- ✓ Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/she is assigned.
- ✓ Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- ✓ Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility.
- ✓ May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- ✓ Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- ✓ Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children' personal needs and assisting with behaviour management. This will include child protection disclosures.
- ✓ Contributes to planning and development of learning activities with other early year's staff; responds to a range of practical problems without referral to teachers.
- ✓ May have demands arising from ongoing involvement with pupils with special educational needs

Dimensions

- ✓ Responsible for maintaining confidential pupil records.
- ✓ May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- ✓ Responsible for the careful and safe use of equipment such as play and standard ICT equipment.

Physical Effort

- ✓ Combination of standing, sitting or walking.
- ✓ The job may involve lifting children, for example after falls or accidents.
- ✓ Assembly and clearing away of equipment.

Working Environment

- ✓ Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- ✓ Attending to the personal needs of pupils with special needs.
- ✓ Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- ✓ The job may include clearing up blood or other bodily fluids of children after accident or illness.

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.

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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.