



THE SUNFLOWER FEDERATION

JOB DESCRIPTION FOR LUNCH TIME LEARNING SUPPORT ASSISTANT (LLSA)

Pay grade – H3

Purpose of the Role: To work with teachers as part of a professional team to support teaching and learning for SEN pupils during lunch time. To support education of pupils who need particular assistance to overcome barriers to learning during lunch time.

Responsibilities:

The jobholder need not fulfil all of the duties listed below, but must be spending at least 50% of his/her time on some or all of the duties in **bold** script.

- ◆ Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- ◆ Prepare lunch time needs and clear afterwards
- ◆ Assist with the planning and delivery of individual educational plans and learning activities during lunch time
- ◆ Accompany teachers and pupils on out-of-school activities and take responsibility for a small group or individual student, under the direction of a teacher
- ◆ Monitor and evaluate pupils' progress and maintain pupil records.
- ◆ Use specialist knowledge and experience to support students' learning.
- ◆ Liaise with parents and carers, under the direction of a teacher
- ◆ Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers.
- ◆ Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- ◆ **Assist with the development and implementation of individual education plans, eating and drinking plans and personal care programmes.**
- ◆ **Independently supervise a small group of students and individuals during lunch time.**
- ◆ **Within an agreed system on supervision, plan, deliver and evaluate lunch time clubs / programmes of work that meet teaching and learning objectives.**



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 enhanced 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 PMD 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.

Knowledge	Competencies
NVQ level 2 in numeracy & literacy (or equivalent) Or GCSE grade C in English and Maths or proven through interview process Intermediate knowledge of Health, wellbeing and safety Awareness of keeping children safe Awareness of Data protection and confidentiality Awareness of curricular requirements of the school Knowledge of supporting children with behaviour management Understanding of the School's ethos and values Experience of working with children	Communication Independence Problem Solving Team working Active Listening Motivation Sensitivity Resilience Patience Child centered