

LONSDALE



LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

CONTRACT INFORMATION

The position is for 30 hours per week, Monday to Friday 8.50am to 3.35pm, term-time only (38 weeks per year). Salary Grade is H2 – H4 (pro rata) depending on experience.

JOB PURPOSE AND CONTEXT

Lonsdale welcomes Learning Support Assistants of high professional standards.

The Learning Support Assistant is expected to;

- Promote and support the school in fulfilling its aims.
- Promote pupil achievement within the school by providing support for pupils' learning and welfare needs.
- Promote and be mindful of the safety and care of children.

All Learning support assistants are expected to make a valuable contribution to the school's development, and therefore, the progress of all the pupils. Learning support assistants are expected to work as a team and support their colleagues in high standards of work practice.

MAIN AREAS OF RESPONSIBILITY

Learning Support

- Preparing pupils for the school day and for return journey home.
- Under the direction of the teacher, supporting pupils in achieving individual learning objectives in all curricular areas.
- Promoting access to the curriculum for individual pupils, eg organising resources.
- Implementing Therapy Programmes as agreed by the multi-disciplinary team.
- Teaching pupils self-confidence and assertiveness by offering choices and encouraging them to make their own decisions and form opinions.
- Establishing learning opportunities during break and lunchtimes.

Welfare Assistance

- Ensuring that all aspects of physical hygiene are carried out effectively including toileting and incontinence management.
- Providing mealtime support and supervising at lunchtime.

Social Care

- Encouraging good social behaviour, communication and self-awareness amongst pupils.
- Being a good role model and setting high standards.

Classroom Duties

- Under the direction of the teacher:
- Participating in established record-keeping routines.
- Tidying and organising resources and equipment in the classroom.
- Supporting the teacher by designing worksheets, displaying work and labelling resources.
- Leaving classrooms secure and safe at the end of the working day eg closing blinds and windows, switching off lights and computers.

Staff Development and Team Support

- Working co-operatively with classroom teams and attending team meetings.
- Participating in Performance Management Review and development (PMI).
- Be aware of and comply with School Policies and procedures.
- Any other duties required by the Headteacher.

The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS. You will be provided with full information at each stage.