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| <b>Job Title:</b>  | School Business Assistant (Learning Support Assistant) |                 |
| <b>Job Family:</b> | Support for Teaching and Learning                      | <b>Grade: 5</b> |
| <b>Hours:</b>      | 37 hours, 39 weeks                                     |                 |

## PURPOSE OF THIS ROLE

Responsible under the direction of the Principal and Inclusion Coordinator for the care and welfare of children

## KEY RELATIONSHIPS

The post is line managed by and responsible to the SENCO

## Key result areas include:

It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.

## General Responsibilities:

- To provide small group or individual intervention
- To communicate with home and school and act as a SEND link for a group of students.
- Support the teacher in planning and delivering activities, i.e. suggest type of support you can give
- Attend to pupils' personal needs, implementing programmes and undertaking tasks related to social, health, physical, first aid and welfare matters including lunchtime and break-times. Report any concerns to teaching staff
- Oversee the activities of a small group carrying out an activity outside including lunchtime and break-times
- Help pupils to adjust to new settings; recognise signs of distress and offer reassurance and report these concerns to teaching staff.
- Provide feedback on any difficulties and progress made
- Provide assistance as directed by teacher, helping pupils stay on task
- Monitor pupil response to the learning activity
- Prepare resources and set up activities.
- Complete and file pupil records and record information
- Provide clerical/administrative support for the teacher
- Administration of first aid provided training given and qualification held.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attendance at staff meetings and INSET activities where relevant;
- Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job. Any changes of a significant nature will be incorporated into the job profile, following consultation with the post holder.
- Encourage pupils to interact with others and engage in activities led by the teacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



**People Management**

None

**School Policies and Procedures**

Actively support the School's Policies and Procedures.

**Health and Safety**

Ensure own compliance with the School's Health & Safety policy/procedures.

**Risk Management**

Comply with risk assessments pertinent to the role. Contribute to risk awareness through carrying out of duties and raise issues where appropriate

Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job.


**PERSON PROFILE**

|                    |                                          |
|--------------------|------------------------------------------|
| <b>Job Title:</b>  | <b>Learning Support Assistant</b>        |
| <b>Job Family:</b> | <b>Support for Teaching and Learning</b> |

|                             | <b>Essential</b>                                                                                                                                    | <b>Desirable</b>                                                                                                   | <b>Evidence</b>               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Experience</b>           |                                                                                                                                                     | Previous experience of working in a care role                                                                      | Application Form<br>Interview |
|                             |                                                                                                                                                     | Liaison and communication with other professionals                                                                 | Application Form<br>Interview |
|                             |                                                                                                                                                     | Previous experience of moving and handling when assisting with the care and mobility of physically impaired pupils | Application Form<br>Interview |
|                             |                                                                                                                                                     | Administrative duties                                                                                              | Application Form<br>Interview |
| <b>Knowledge</b>            | Basic knowledge and understanding of pupils with special education needs                                                                            | Knowledge and understanding of current educational developments within a secondary phase setting                   | Application Form<br>Interview |
|                             | An understanding and awareness of Health & Safety issues, Equal Opportunities, Data Protection, Child protection and any other relevant legislation | Familiarity with general IT applications                                                                           | Application Form<br>Interview |
| <b>Skills and Qualities</b> | Good interpersonal and communication skills                                                                                                         |                                                                                                                    | Application Form<br>Interview |
|                             | Work unaided or as part of a team                                                                                                                   |                                                                                                                    | Application Form<br>Interview |
|                             | Be flexible to the needs of the pupils                                                                                                              |                                                                                                                    | Application Form<br>Interview |



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|                                                                                                                                                                                                      | Reliable and self-organised with the ability to use own initiative when required                             |                    | Application Form<br>Interview |
|                                                                                                                                                                                                      | Good literacy and numeracy skills                                                                            |                    | Application Form<br>Interview |
| <b>Policies and Procedures</b>                                                                                                                                                                       | Equal Opportunity and Disability Equality                                                                    |                    | Application Form<br>Interview |
|                                                                                                                                                                                                      | Data Protection                                                                                              |                    | Application Form<br>Interview |
| <b>Qualifications</b>                                                                                                                                                                                | Grade C or 4 and above in English and Mathematics                                                            | First Aid training | Application Form<br>Interview |
| <b>Professional Development</b>                                                                                                                                                                      | Be willing to undertake further training and development, as necessary, in order to enhance service delivery |                    | Application Form<br>Interview |
| <p><b>Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment</b></p> |                                                                                                              |                    |                               |