

JOB DESCRIPTION

TITLE: Learning Support Assistant – To work 1:1 with children with SEN and/or EHCP

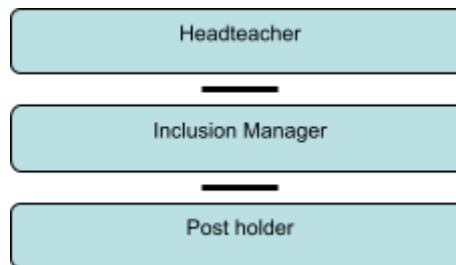
SCHOOL: Bushmead Primary School

RESPONSIBLE TO: Headteacher

GRADE: L3

PURPOSE OF POST: To support learning and achievement in classes to which you are assigned and contribute to the smooth running of school life.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Work with class teachers to contribute to the planning, teaching and learning in your year group providing class room support.	10
2. Under the direction of the class teacher, follow agreed lesson plans and strategies to support the learning and overall development of individuals or groups of pupils. Prepare, maintain and deploy appropriate learning aids, materials and equipment as directed.	40
3. Contribute to the monitoring, recording and assessment of pupil progress.	10
4. Contribute to class room administration, preparation of materials and presentation of teaching areas.	15
5. Attend to the emotional and physical well-being of pupils, including the administering of medicine and general first aid and personal hygiene and related care. Assist with the general supervision of children on and off the premises as required.	10
6. Liaise with other professionals and parents as necessary.	2
7. Assist subject leaders in the management of resources as required.	3
8. Attend staff meetings and undertake professional development activities as required.	5

9. To undertake any other reasonable duties of a similar level and responsibility as may be required from time to time. 5
- 10 To carry out all of the above with due regard to all school aims, values and policies, maintaining and respecting confidentiality.

DIMENSIONS:

Supervisory Management: n/a
Financial Resources: n/a
Physical Resources: n/a
Other:

Physical Effort: n/a

Working Environment: Classroom environment / Supporting the needs of all pupils

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working with children in an educational setting.	1,2	Experience of working with children with a range of needs.	1,2
	Some experience of planning, monitoring and assessment of pupil's learning.	1,2	Experience of working co-operatively.	1,2
	Some experience of working with children with ASD	1,2	Experience of working with children with ASD	
Skills/Abilities	Ability to communicate clearly and effectively at a range of levels and in different modes.	1,2	Ability to make use of ICT.	1,2
	Able to support learning in Literacy and Numeracy at primary level.	1,2,5		
	Ability to contribute to report writing and assessment of children, keeping accurate records.	1,2,5		
Competencies	Demonstrable ability to organise oneself and to support others.	1,2	Some knowledge of how children learn/curriculum requirements.	1,2
	Appropriate motivation to work with young people	1,2		
	Ability to form appropriate relationships with young people	1,2		
	Emotional resilience in working with challenging behaviours	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1, 2		

Equality Issues	A clear understanding of Equal Opportunities in practice	1,2		
Specialist Knowledge	An understanding of basic Health and Safety requirements.	1,2		
	Team Teach training	1,2		4
Education and Training	Willing to undertake necessary training and development including basic first aid.	1,2	NVQ3/ Other relevant	4
Other Requirements	Willingness to undergo all checks including DBS.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.