



Willow Dene School

Learning Support Assistant – Lunchtime Job Description

TITLE OF POST:	Learning Support Assistant – Lunchtime – Level 1
HOURS of WORK:	8.75 hours per week; 38 weeks per year – term time only, plus twice termly meetings of 1.5 hours
GRADE:	Scale 1 points 3
RESPONSIBLE TO:	Headteacher in all matters
WORKING TO:	Classroom Teacher

PURPOSE OF THE JOB:

To provide practical assistance to teachers in the school in meeting the personal welfare, social and education needs of the pupils with the emphasis being on personal welfare. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, assessing and supporting achievement and monitoring progress towards individual/school objectives.

MAIN DUTIES:

1. To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes.
2. To feed or assist with feeding the pupil safely and hygienically, following established advice, procedures and guidelines.
3. To support the pupil during break and lunch times as appropriate, both indoors and outdoors.
4. To move and transfer the pupil within the recommended safety guidelines/regulations following appropriate training.
5. To support pupil(s) communication needs. This may include using body and sign language and other communication systems/equipment when appropriate.
6. To support the management of challenging behaviour in line with school policy and individual behaviour plans.
7. To encourage positive friendship patterns for all pupils in class and particularly the supported pupil.
8. To actively support the pupil in physical activities (PE, Drama, Swimming etc) as required.
9. To motivate and support pupil(s) to remain on task and complete work in a focused way.
10. To take part in school activities and events as required, accompanying and supporting children on outings from school as necessary.
11. To pass on information about pupils to class teachers, other staff and parents/carers as appropriate.
12. To attend training days/meetings that support the pupil(s) or address the needs of the school, in accordance with contractual arrangements as appropriate.



13. To attend to minor accidents at school, where appropriate training has been given, and taking unwell pupils home at the direction of the Head Teacher.
14. To follow the Health & Safety guidelines. To carry out all duties within the framework of the school ethos and equal opportunities policy.
15. Such other duties as may reasonably be required and are commensurate with the post grade.

AT THIS LEVEL:

The employee will work under the supervision of the teacher to assist mainly with the personal welfare of the pupils.

At this level the employee will be expected to:

- Contribute orally to pupil reports and records
- Provide appropriate personal care for pupils with special needs
- Provide support for learning activities
- Provide effective support for his/her colleagues
- Help with feeding where the pupil requires this level of support

This will involve:

Undertaking training in the specific skills needed, e.g.

- Manual Handling – use of hoists and other equipment, standing frames/walkers/chairs.
- Feeding – special techniques, food hygiene
- Managing challenging behaviour
- First Aid
- Child Protection
- Communication – creative play, makaton, PECS, intensive interaction, other sign languages.
- Physical Care
- Using office machinery (e.g. photocopies, laminators)

REQUIREMENTS:

- Experience of working with children
- A good level of literacy and numeracy
- Be prepared to undertake training