

Nurturing Life-Long Learning

Headteacher: Helen Melidoro

Learning Support Assistant - Cognition and Learning Unit

Job Details

Grade: H3

Contract Type: Permanent, Full Time

Reporting to: Lead Teacher, Cognition and Learning Unit

Location: Cognition and Learning Unit, Morgans School Hertford

Main purpose

To work as part of a professional team within the **Cognition and Learning Unit**, to support teaching and learning activities for pupils, including classes.

The Cognition and Learning Unit is a newly established, distinct provision within our established mainstream primary school, supporting approximately **12 pupils with complex additional needs**. Pupils will access highly personalised teaching within the Unit for the majority of the school week, alongside **planned and supported integration** into mainstream classes and activities for up to **50% of their learning time**.

The primary focus is to work with individuals and groups delivering specified work under the direction and supervision of the lead teacher. The individual provides specialist learning support for pupils identified as having learning difficulties, including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also undertakes other related duties to fully support and underpin learning, personal and social development.

Key responsibilities

1. Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/ activities.
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.

Collaboration Commitment Communication Confidence Craftsmanship Creativity Curiosity



5. Support learning by arranging/ providing resources for lessons/ activities under the direction of the teacher.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Share information about pupils with other staff, parents/ carers, internal and external agencies, as appropriate.
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/ care.
10. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue).

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Undertake moving and handling activities as required.

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.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provides assistance to pupils on social, welfare and health matters (toileting/ dressing) and provides support to the teacher on behaviour management of pupils.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Working at or towards Level 2 (NVQ, Certificate or equivalent) in Supporting Teaching and Learning, or willing to engage in training to achieve this.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/ carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of the Lead Teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Working with individuals or small groups of pupils where work is regularly interrupted although this does not normally require switching from one activity to another.
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with severe disabilities or extreme behavioural issues.

Dimensions

- May handle small amounts of cash for example, when accompanying pupils on school trips.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment, including standard ICT equipment.
- Responsible for maintaining confidential pupil records.

Physical Effort

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- Usually requires short periods of greater physical effort, such as manoeuvring pupils where necessary or assisting in physical activities.
- When working with pupils with moderate physical disabilities or behaviour issues, may require regular periods of greater physical effort such as manoeuvring pupils with moderate physical disabilities or behaviour issues.
- Assembly and clearing away of equipment.

Working Environment

- Work is normally carried out in the Unit or wider school environment, which may sometimes involve exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.