

## JOB DESCRIPTION

| Employment Details |                                       |
|--------------------|---------------------------------------|
| Job Title          | Learning Support Assistant-Apprentice |
| Reports to         | Principal                             |
| Salary Band        | Apprentice Payscale                   |

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

| Purpose of the Role                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>To provide support to pupils with a health care plan, ensuring their medical needs are met as required.</li> <li>To assist in the support and inclusion of students with special educational needs within a mainstream school</li> </ul> |

| Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Provide care and support for pupils</p> <ul style="list-style-type: none"> <li>Be responsible for the Health Care Plans ensuring their medical needs are addressed as required</li> <li>Liaising with external medical personnel as needed and recording appropriate notes within their medical files</li> <li>Be part of a first aid rota/team</li> <li>Oversight and manning of the Medical Room</li> <li>Responsible for individuals with medical needs</li> </ul><br><ul style="list-style-type: none"> <li><b>Supporting pupils learning, either in groups or through 1:1 work.</b></li> <li>The exact tasks will depend on the learning support needs of the pupil/s but may include:</li> <li>supporting the development of skills in literacy, numeracy, communication and social and behavioural needs</li> <li>differentiating work for individual pupils to suit their ability</li> <li>using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers</li> <li>clarifying and explaining instructions</li> <li>ensuring pupils are able to use equipment and materials provided</li> <li>motivating and supporting pupils</li> <li>helping pupils to concentrate on and finish work set</li> <li>meeting physical needs as required while promoting independence</li> <li>liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans</li> <li>developing appropriate resources to support pupils</li> <li>Support in exams, as reader, scribe, prompt, practical assistant, for students identified as requiring exam access arrangements</li> <li>across all subjects of the enhanced curriculum</li> <li><b>Supporting pupils self-esteem, inclusion and behavioural development, e.g.</b></li> <li>encouraging an acceptance and inclusion of the pupil with special needs</li> <li>developing methods of promoting/reinforcing the pupil's self-esteem and independence</li> </ul> |

- providing individual supervision in and out of the classroom for pupils with behavioural problems
- establishing a supportive relationship with pupils
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- supervising pupils on outings, school activities
- **Provide physical/personal care to pupils where required, e.g.**
  - helping with dressing/toileting
  - undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
- **Supporting the Teacher/s, e.g.**
  - Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support
  - Contribute to the development of Individual Education Plans and reviews of pupil progress
  - In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
  - Providing regular feedback about pupils to the Teacher/s
- **Supporting the curriculum**
  - support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
- **Supporting the school, e.g.**
  - where appropriate, fostering and develop links between a pupil's home and school
  - assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
  - helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
  - administering minor First Aid under the guidance of a qualified person

#### Additional Duties and Responsibilities

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

### General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

### Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

|                               |  |                        |  |
|-------------------------------|--|------------------------|--|
| <b>Developed by:</b>          |  | <b>Issue Date:</b>     |  |
| <b>Post Holder signature:</b> |  | <b>Signature Date:</b> |  |

## PERSON SPECIFICATION

| Qualifications and Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                  |
| <p>GCSE Grade 4/C or above in English and Maths (or willingness to achieve these as part of the apprenticeship).</p> <p>Commitment to learning and completing the Learning Support Assistant apprenticeship programme.</p>                                                                                                                                                                                                                                                                                                                              | <p>First Aid qualification or willingness to undertake training.</p>       |
| Skills and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                            |
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                  |
| <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Good communication and interpersonal skills.</p> <p>Ability to build positive relationships with pupils, staff, and parents/carers.</p> <p>Good organisational skills and ability to manage tasks effectively.</p> <p>Ability to maintain confidentiality and handle sensitive information appropriately.</p> <p>Calm and flexible approach when responding to different situations.</p> <p>Basic ICT skills and willingness to develop these further.</p> | <p>Experience of working with children or young people in any setting.</p> |
| Contacts and Relationships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                  |
| <p>Ability to support and encourage pupils in their learning and development.</p> <p>Ability to work effectively as part of a team.</p> <p>Confidence in communicating with teachers, parents/carers, and other professionals.</p>                                                                                                                                                                                                                                                                                                                      |                                                                            |
| Physical, Mental and Emotional Demands                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                            |
| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                  |
| <p>Ability to spend periods of time sitting, standing, walking, and participating in school activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                            |

Ability to work closely with pupils, remaining patient, positive, and professional at all times.

Resilience and ability to respond appropriately to a range of pupil needs and behaviours.

### Special Requirements

The successful candidate will:

Willingness to fully engage in school life and follow school policies and procedures.

Commitment to learning, professional development, and completing apprenticeship requirements.

Ability to use initiative, seek guidance when needed, and contribute positively to the school community.