

Job Description

Job title: Lunchtime Learning Support Assistant

Reports to: Classroom Teacher

Pay Scale: Grade 1c SCP 3

Overall Job purpose:

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.

Principal Duties and Responsibilities |

- 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.
 - To feed or assist with feeding the pupil safely and hygienically, following established advice, procedures and guidelines.
 - To support the pupil during break and lunch times as appropriate, both indoors and outdoors.
 - To move and transfer the pupil within the recommended safety guidelines/regulations following appropriate training.
 - To support pupil(s) communication needs. This may include using body and sign language and other communication systems/equipment when appropriate.
 - To support the management of challenging behaviour in line with school policy and individual behaviour plans.
 - To encourage positive friendship patterns for all pupils in class and particularly the supported pupil.
 - To actively support the pupil in physical activities (PE, Drama, Swimming etc) as required.
 - To motivate and support pupil(s) to remain on task and complete work in a focused way.
 - To take part in school activities and events as required, accompanying and supporting children on outings from school as necessary.
 - To pass on information about pupils to class teachers, other staff and parents/carers as appropriate.
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- To attend training days/meetings that support the pupil(s) or address the needs of the school, in accordance with contractual arrangements as appropriate.
- 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.
- To follow the Health & Safety guidelines. To carry out all duties within the framework of the school ethos and equal opportunities policy.
- Such other duties as may reasonably be required and are commensurate with the post grade.

General Duties

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

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
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- Communication – creative play, makaton, PECS, intensive interaction, other sign languages.
- Physical Care
- Using office machinery (e.g. photocopies, laminators)

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Person Specification

Criteria	Essential	Desirable	How tested
Experience	<ul style="list-style-type: none"> • Experience working with children and young people • Good verbal communication with children and adults 		<p>A</p> <p>A / I</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to work co-operatively as part of a team and relate to both support staff, teaching staff and a range of other professionals. • 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 the use of authority and maintaining Discipline. 		<p>A / O / I</p> <p>O / I</p> <p>O / I</p> <p>O / I</p>

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	<ul style="list-style-type: none"> • Understanding of Health and Safety Issues. 		A / I
Safeguarding & Promoting Welfare of Children	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people, colleagues and parents 		I
Equal Opportunity	<ul style="list-style-type: none"> • Commitment to the Trust Equal Opportunities Policy • Acceptance of responsibility for its practical applications • Ability to apply the principles of the Equal Opportunities framework to working with children and adults in an education setting 		A / I A / I A / I
Personal attributes	<ul style="list-style-type: none"> • Punctual, dependable and trustworthy • Is proactive and actively seeks solutions 		I / O I / O

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	<ul style="list-style-type: none">• Discreet, tactful and able to maintain confidentiality• Patient, courteous and positive		I/O I/O
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Key A = Application form, I = Interview, O = Observation
