

## Stony Dean School

<b>JOB DESCRIPTION:</b>	<b>Learning Support Assistant</b>
<b>LEVEL:</b>	<b>Bucks Pay Range 2</b>
<b>PATTERN:</b>	<b>32.5 hours a Week</b>
	<b>Term Time Only</b>

**RESPONSIBLE TO:** Head Teacher

***This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.***

### DUTIES AND RESPONSIBILITIES

**Main Task:** To support the individual learning needs of pupils across designated curriculum areas and other areas where requested.

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Working with the class teacher to support pupils' learning in lessons and enhance their progress.
- Supporting pupils in all areas of learning under the guidance of the teacher.
- Ensuring pupils are ready for learning at the start of each day and during the school day.
- Participating in pupils' personal care routines as directed by their EHCPs.
- Assisting in pupil's feeding and drinking arrangements during the school day, including lunchtimes.
- Implementing advice, guidance and developmental programmes from therapists and other healthcare professionals.
- Supporting the use of ICT in learning activities and helping to develop pupils' competence.
- Supporting pupils' learning on an individual basis.
- Administering routine tests and acting as scribes or readers as required.
- Providing feedback to pupils on their progress and achievement under the guidance of the teacher.
- At regular meetings, providing feedback to Subject Team Leaders on pupils' achievements, progress and any problems.
- Undertaking administration tasks to assist in the smooth running of departments.
- Participating in training and other learning activities.
- Participating in the school's professional development programme.
- Contributing to the ethos, work and aims of the school.
- Providing support to students during periods of contact and help promote a general feeling of well-being within the school.
- Participating in the school's appraisal system.
- Taking responsibility for personal and team health and safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by the Line Manager.
- Make a positive contribution to the wider life and ethos of the school.
- To assist with school trips.
- To participate in Safeguard training and to contribute to the school's duty of care to safeguard all pupils.

**The duties of this post may vary from time to time, as required by the Head Teacher, without changing their general character or level of responsibility.**

## PERSON SPECIFICATION

### Learning Support Assistant

#### Qualifications/ Experience

- Experience of working with children/young people
- Recent experience of working in a school
- A standard of written and spoken English that supports pupils' learning
- Experience of relevant age group
- Experience of working with children with special needs

#### Professional Knowledge Skills & Experience

- A commitment to promoting equal opportunities and meeting individual needs
- An understanding of the varied needs of children as they develop socially and academically
- A knowledge of behaviour management techniques that support school and classroom practices
- Awareness of confidentiality
- Ability to work as part of a team
- Able to manage time effectively
- Ability to be flexible to the needs of the children
- Effective communication, interpersonal and organisational skills
- Ability to use ICT/the internet and email to support pupils' learning
- Able to use ICT to store and retrieve data
- Experience in delivering first aid, medication, personal/intimate care, physical intervention/behaviour management strategies

#### People Management Skills

- Patience and a nurturing approach to young people (essential)
- Good listener (essential)
- Fair but challenging so that high standards are achieved (essential)
- Ability to motivate students (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

#### Other Personal Qualities

- Empathy for children with special needs (Essential)
- Patience, understanding, caring, sense of humour (Essential)
- Able to work accurately under pressure (essential)
- Has attention to detail (essential)
- Able to prioritise (essential)
- Enjoys working with young people (essential)
- The ability to create, learn or adopt new systems of working (essential)
- Excellent presentation skills (essential)
- Willingness to take part in appropriate training and personal and professional development (Essential)