

Learning Support Assistant JOB DESCRIPTION



RESPONSIBILITY

The Family Care Group – Board of Directors

ACCOUNTABLE TO

Head of School and Learning Support Manager

BASIC AIMS OF THE ROLE

- To provide Academic, Emotional and social support for pupils as stated on their EHCP plan.
- To work under a Therapeutic Governance to ensure the best outcomes for pupils.
- To work within a framework that can adapt to the changing needs of the pupils.
- To work with the aims and objectives of the School and the Family Care Group's Procedure and Guidance Manual.
- To ensure the company's commitment to the safeguarding of children and young people is upheld and any areas of concern are reported immediately to the appropriate person.

DUTIES OF THE ROLE

- To assist in the preparation of materials and equipment in readiness for lessons.
- To take guidance from the Learning Support Manager and teachers in all day-to-day routines and to assist in the education and emotional support of the children.
- To work alongside teachers within the classroom to ensure that lessons follow the agreed plan and maximise the achievement of set learning and behavioural objectives.
- To take guidance from the teacher in all day-to-day routines, and to assist in the education of children.
- To support the teacher in monitoring and recording pupil progress and to work towards the main aim of integration into a school or unit, as recommended by an Education Authority responsible for a pupil.
- To contribute information to the teacher for reviews or Core Group meetings and occasionally to attend such meetings at the discretion of the Head of School.
- To contribute towards providing a stimulating educational environment within the teaching area through displays of work, appropriately mounted.
- To participate in In-Service Training, as required by the Head of School and the Family Care Group's staff training and development programme.
- To assist the teacher in developing pupils' personal and social skills.
- To contribute to the safe care of pupils on planned residential and sports events and visits out of school.
- To be a full participant in staff meetings thereby having the opportunity of contributing to the development of policy within the school.
- To help in supporting and facilitating a good working atmosphere within the school.
- To perform supervisory duties at break times, parts of lunchtimes and after school.
- To offer pastoral support to pupils and contribute to the pupils' emotional, cultural, moral and social development.
- To agree to participate in an agreed system of supervision and appraisal.
- To undertake additional duties relevant to the post, as determined by the Head of School.
- To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

CONFIDENTIALITY

Acknowledging the need for professional sharing of information within the staff team, the worker is required to maintain strict confidentiality of information conveyed to them by parents or by external

professional colleagues. Breach of confidentiality by a member of staff could result in disciplinary procedures being instituted.

ADDITIONAL DUTIES

It is in the nature of the work of the Family Care Group that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. (If the additional responsibility or task becomes a regular or frequent part of a member of staff's job, it will be added to the job description). Also, to attend the equivalent of five teacher training days.

Please note that some of the pupils can, at times, be aggressive and violent and this post will involve the staff member in intervention strategies.





Learning Support Assistant PERSON SPECIFICATION

Personal Attributes Required	Essential (E)/ Desirable (D)	How Measured - Application (A) Interview (I) Evidence (E) Reference (R)
Qualification(s)		
Nationally recognised qualifications e.g. NNEB, BTEC/City and Guilds, NVQ etc	D	A, E
Sport or activity leadership	D	A, E
Qualification in outdoor pursuits/activities	D	A, E
5 GCSEs or equivalent (Grades C and above)	E	I, E
Experience		
Experience of working with children providing positive management and an ability to enhance their development	D	A, R, I
Experience of working in a specialist school environment	D	A, I, R
Knowledge/Skills/Abilities		
Commitment to equal opportunities and anti-discriminatory practice	E	A, I
Excellent communication skills	E	A, I
Ability to work as part of a team	E	A, I, R
Ability to write clear and accurate reports	E	A, I, R
Ability to understand and work in partnership in the best interests of children	E	A, I
Negotiating skills	E	A, R
Ability to make and develop professional relationships with children, their families and a range of professional colleagues	E	A, I, R
Ability to work as part of a team	E	A, I
Knowledge of the key stages of child development	D	A, I
Knowledge about Special Educational Needs	D	A, I



Working with and understanding children who exhibit challenging behaviours and/or learning disabilities	D	A, I
Ability to cope when under pressure or faced with complex, difficult or challenging behaviour	E	I, R
Other		
Full driving licence	D	A, E
Willingness to work in a flexible way	E	A, I
Commitment to personal and staff development	E	A, I
Evidence that shows you have a right to work in the United Kingdom.	E	A, I, E
If you are not a British Citizen or you have spent a significant period of time living or working abroad you will also need to bring to the interview a 'Certificate of Good Conduct' or a 'Police Certificate' from the relevant country.	E	A, I, E