

# **CHERRY GARDEN SCHOOL**

**POST:** Learning Support Assistant

**GRADE:** Hay 5, point 6

## **JOB SUMMARY**

Providing support to class teacher by supporting pupils whether in one-to-one or group situations and promoting the well-being of pupils at all times.

## **PRINCIPAL ACCOUNTABILITIES**

1. Supporting pupils' learning within the school under the direction of the teacher.
2. To implement agreed programmes in or out of the classroom which may also involved assisting the teacher in planning and preparation of resources.
3. Assisting in the management, preparation and maintenance of learning materials and the classroom environment.
4. To be responsible for the supervision of a pupil(s) during a range of activities, including playtimes and supervising the pupil whilst they eat their lunch, and during other outdoor and out of school activities.
5. Participate in range of care activities for pupils.

## **SUPPORT FOR PUPILS**

1. Supporting pupils' learning within the classroom under the direction of the teacher, including:
  - Assist with development and take responsibility for implementation of IEPs.
  - To input online photo/video assessments.
  - Contribute to the health and well being of pupils.
  - Establish and maintain good relationships with every pupil, acting as a role model and setting high expectations.
  - Support pupils consistently whilst recognising and responding to their individual needs.
  - Support individuals in managing their difficult behaviours appropriately following the school policies.
  - Supporting pupils to extend their play skills inside and outside the classroom.
  - Be aware of any potential hazards within the environment and taking appropriate action as necessary.
  - To support pupil in all independence skills, i.e. mobility programmes, toileting, washing.
  - To administer health care procedures, i.e. use of a nebuliser, suctioning, tracheostomy management, gastro feeding, medicine administration etc., following training and general supervision by an authorised medical person.
  - To consistently use a range of communication strategies with pupils.

## **SUPPORT FOR TEACHER(S)**

- Learning support assistants will participate in and have some responsibility for setting, breaking down and reviewing individual education plan targets on a regular basis in team meetings.
- Occasional classroom supervision to cover an emergency.
- Contribute to and plan learning activities in consultation with the teacher.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to review of system.
- Liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents as required.
- To liaise effectively with the therapists in co-operation with the teacher as and when necessary.
- Ensuring computer and IT equipment is ready to use.

## **SUPPORT FOR THE CURRICULUM**

- Actively support the school curriculum.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil needs.
- Provide support for extended learning activities (swimming; educational trips).
- Develop the use of ICT with pupils.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

## **SUPPORT FOR THE SCHOOL**

- To undertake as directed specific areas of responsibility within the school environment as part of whole school development.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns in writing to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Maintain effective relationships with colleagues and parents.
- Attend and participate in regular meetings.
- Participate in training and other learning activities.
- Recognise own strengths and areas of expertise and use these to advice and support others.
- Provide appropriate guidance and supervision and assisting in the training and development of staff as appropriate.
- Support pupils on trips and out of school activities as required.
- To undertake a range of domestic duties such i.e laundry preparation, tidying and cleaning areas.
- To have due regard for safeguarding and promoting welfare of children and young people and to follow the safeguarding procedures adopted by the Southwark Safeguarding children's Board and the school's safeguarding policy.
- To maintain good practice in the maintenance of hygiene conditions in the school environment in line with the school's Health and Safety procedures.
- To contribute to whole school policies and ensure their implementation.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

## **SPECIAL CONDITIONS OF SERVICE**

The postholder may be required to work outside of normal school hours on occasion, with due notice.

Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. An enhanced DBS check is required for the successful applicant.

## **PERSON SPECIFICATION**

- 1) To be enthusiastic, fit and healthy with a good sense of humour.
- 2) To have very good numeracy and literacy skills.
- 3) Can use ICT effectively to support learning and other equipment i.e uploading electronic data on a portal.
- 4) To have experience and emotional resilience in managing children's behaviour.
- 5) To be able to communicate well with a range of professionals and parents.
- 6) To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- 7) Understanding of principles of child development and learning processes.
- 8) To understand and engage in play based learning.
- 9) To plan, prepare and lead small groups as directed by the class teacher.
- 10) Ability to self – evaluate learning needs and actively seek learning opportunities.
- 11) Working knowledge of national/foundation stage curriculum and other relevant learning strategies.
- 12) To provide sensitive support to all pupils including personal hygiene, health interventions and general wellbeing.