

Grendon Underwood Combined School

POST: Learning Support Assistant

RESPONSIBLE TO: Class Teacher/SENDCo

PATTERN: as per contract of employment

DUTIES AND RESPONSIBILITIES:

The post-holder may be expected to work with individual children having special, or particular, needs and/or groups of children - as directed. The following does not represent an exhaustive list but gives an indication of the role of the post.

The post-holder will have a good, general education and may be expected to possess a relevant qualification e.g. NNEB or NVQ equivalent. They will be expected to have had experience in working with, and be able to relate to and empathise with, children.

1. Classroom Preparation

- 1.1 To prepare classroom and associated areas for use, setting out/putting away equipment, apparatus etc.
- 1.2 Make up and maintain work or topic cards/ sheets/ books and other teaching aids - as necessary. To prepare work and notices for display, or other, purposes. Assist with / arrange displays and interest tables.

2. Planning and Organisation

- 2.1 To participate in the planning process and discuss with relevant members of the teaching staff programmes for the lesson/ day/ week/ term.
- 2.2 To assist with the general management and organisation of children and resources/ equipment which relate to the support of children.
- 2.3 To assist with planning, organising and supervising educational visits and outings.

To participate in the planning process and contribute to the formation of:

- strategies and appropriate future patterns of study
- care plans (if relevant)
- Individual Education Programmes/Provision Maps.

3. Working with Children

Under the guidance/ direction of relevant member(s) of the teaching staff:

- 3.1 To work with individuals or specific groups of children on activities, such as:

- reading, writing, Maths
- practical, creative, physical activities
- the use of specialised equipment e.g. computers.
- environmental studies

3.2 Following the behaviour policy to supervise children:

- within classroom settings
- during School assembly
- at play/ meal times
- on outings and educational visits
- using cloakrooms/ washrooms
- changing before/ after recreational activities
- not participating in an activity.

3.3 To assist children with:

- toileting
- the attainment of personal hygiene skills
- the removal/ replacement of clothing/ footwear.

3.4 To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To refocus children and ensure that they are 'kept on task'.

3.5 To guide and assist the development of children's:

- social behaviour, attitudes and skills
- independence skills
- language, literacy, mathematical, scientific, technological, manipulative and physical skills.

3.6 To assist with the implementation of specific learning, behavioural modification and therapy programme(s).

3.7 To support children with sensory/ physical problems - as and when necessary, e.g:

- assist in mobility training
- assist in the provision of physical management programmes
- assist with alternative methods of communication with non-communicative children.

3.8 To assist in the formulation, implementation and maintenance of Individual Education Programmes/Provision Maps as prepared by the class teacher or SENDCO.

Assessment of Children

3.9 General observation of children, giving feedback to appropriate staff - as relevant.

- 3.10 To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant member(s) of the teaching staff.
- 3.10 To keep formal records of activities undertaken and retain evidence of developmental achievements
- 3.12 To assist with assessment of activities, e.g. baseline/key stages.
- 3.13 To provide information for, and contribute to, the annual review process and/or case conferences. To attend any relevant meetings concerning the social and/ or educational needs of the child(ren) – as required/directed.

4. Care and Welfare

- 4.1 To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs - such as checking phonic ear, hearing aids etc. When necessary, to issue prescribed medication - in line with the Schools policy and procedures and following prior agreement with the parent(s).
- 4.2 To ensure Health and Safety regulations are complied with at all times.

5. Administration

- 5.1 To undertake specific administrative tasks - associated with those children receiving special care or attention - as relevant and directed.

6. Other Associated Tasks

Such as:

- attending and contributing to staff meetings – as appropriate
- attending relevant courses/ training to develop experience and broaden awareness
- participating in all aspects of School life
- reinforcing the standards and expectations that exist within the School.

- 6.1 To ensure that confidentiality is maintained at all times.
- 6.2 According to the Code of Conduct, To promote the positive image of the school within the local community.
- 6.3 To participate with the School's appraisal process.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed. A signed copy of this job description will be held by the employee and on school file.