Post title: Learning Support Assistant

Grade: Grade 5 NJC04 – NJC06

Hours: 31.25 hours Mon – Fri 8.45 am – 3.30 pm (minus 30 minutes each day for a lunch break) Term time only + 5 training days

Line manager/s: Class Teacher and SLT

Main purpose of the job:

To work under the direction of the class teacher/lead to support programmes of work and deliver care and support to all pupils.
To enable access for learning and to assist the class teacher/lead in the management of pupils and the classroom and its resources.

Key duties and responsibilities

Accountable to the Class Teacher/Lead and the Senior Leadership Team to:

- To deliver and implement work programmes to individuals/groups of pupils under the direction and supervision of the class teacher/lead enabling them to achieve maximum access and participation in the curriculum.
- To work under the direction of the class teacher/lead and to assist in the planning, monitoring and evaluation of pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for the pupil(s)
- To prepare resources as required by the class teacher/lead and to assist in the preparation and mounting of displays within school.
- To attend and assist pupils with their hygiene, eating and general welfare requirements – this may include assisting pupils who have their food via gastrostomy.
- To administer medication, including enteral and suction to pupils in accordance with set procedures, and with reference to the pupil's individual health plan, and for controlled drugs in accordance with prescribed instructions. Appropriate training will be provided prior to undertaking such duties.
- To record the administration of medicines according to the school's policy.
- To support the behaviour management of pupils, with reference to their personalised behaviour plans, and in line with school policy. Specific Team Teach training will be provided as required.
- Under the direction of the class teacher/lead, to assist in maximising the use of ICT in the learning process.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Where required to assist pupils' transfers throughout the day which requires physical effort. Moving and Handling Training will be provided for all staff.

- To participate/assist pupils, in the water, during swimming/pool sessions under direction of the Pool Duty Officer – this will require you to enter the swimming pool. Full training will be provided.
- There is an expectation that all members of staff will participate in INSET and training activities to continue their own professional development and to enhance their role within school.

The postholder has little or no supervisory responsibility other than assisting in work familiarisation of other employees, including new employees.

Behaviour and Safety

- Support the class teacher/lead to create a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly, in line with school policy.
- Support the class teacher/lead to inspire, motivate and challenge pupils.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within school, raising any concerns following school protocol/procedures.

Team working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice.
- Take part, as required in the review and development of activities relating to the curriculum, organisation and pastoral functions of the school.

Professional Development

- Regularly review the effectiveness of your practice and its impact on pupils and the class team.
- Be a reflective practitioner, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your practice by participating fully in training and development opportunities identified by the school.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents and carers with regard to pupils' achievements and well-being using school systems/processes.
- Communicate and co-operate with relevant external professionals and services.
- Make a positive contribution to the wider life and ethos of the school.
- Demonstrate consistently high standards of personal and professional conduct in line with the school's expectations.

Other Duties

- Other such reasonable duties as determined and delegated by the class teacher/lead and SLT consistent with the grade of the post and the experience of the post holder
- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust and Heatherwood School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	GCSE Grade C or above in Maths and English or equivalent qualification.	•	
	Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	•	
	Commitment to continuous professional development.	•	
	Commitment to inclusive practice.	•	
	Excellent numeracy and literacy skills with the ability to complete written messages and observations	•	
	Basic understanding of child development and learning.	•	
	Good communication and interpersonal skills.	•	
	Knowledge of safeguarding/child protection procedures.		•
	General understanding of curriculums and other basic learning programmes.		•
	Knowledge of health and safety regulations.		•
	First aid certificate.		•
	Gastrostomy training.		•
	Medication training.		•
Experience	High expectations for children and young people.	•	
	Experience of working with children and young people with special educational needs and disabilities.		•
	Experience of supporting learning to reflect the interests and needs of individual children and young people.		•
	Experience of driving a mini bus.		•
Thinking Ability	Good understanding of positive behaviour management.		•
	Good understanding of alternative and augmentative communication.		•
	The ability to use ICT to improve the quality of provision.		•
Personal Effectiveness	Excellent communication skills.	•	
	Good interpersonal skills.	•	
	Ability to work well as part of a team.	•	
	Resilient and easily adaptable to change.	•	
	Positive outlook.	•	
	Kind and caring disposition.	•	
	Passionate and enthusiastic about making a	•	

		Essential	Desirable
	difference.		
	Honesty and integrity.	•	
	Child-centred and committed to supporting the best outcomes for pupils.	•	
	Ability to form respectful and trusting relationships with a range of stakeholders.	•	
	Capacity to motivate, inspire and challenge children, young people, self and others.	•	
General	The flexibility to meet the full range of job requirements.	•	
	A commitment to safeguarding and promoting the welfare of children and young people.	•	
	Commitment to the school's aims and values.	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.	•	
	An understanding of and commitment to equal opportunities.	•	