



JOB DESCRIPTION

Job Title	Learning Support Assistant (Level 2)
Band/Job Group	Band C SCP 5 - 8
Hours/Week	32.5 hours per week (Term time only + INSET Days)
School	The Meadows School
Responsible to	Class teacher

Job Summary

- To provide classroom support to SEND pupils under the direction of the teacher.

Additional duties and responsibilities

1. Support to Pupils

- To assist pupils in the use of resources including IT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene
- To support individual/group work assigned by the class teacher across the curriculum to raise levels of achievement and support individual education plans.
- To provide general pastoral care and welfare of pupils to include toileting, feeding, dressing and/or physiotherapy as required.
- Provide support to pupils in line with a Statement of Special Needs/ EHCP or planned provision, including where appropriate assisting with the medical requirements.

2. Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To be aware of and maintain school policies and procedures.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout the school in accordance with the Assertive Discipline and Behaviour Policy.
- To support the ethos of the school.
- To maintain a safe environment.

3. Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To assist in the assessment of pupil attainment/progress
- To undertake duties on a rota basis during mid-morning and lunchtime breaks.
- To assist the teacher with supervision of pupils on school trips/visits.
- To keep materials/equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To have contact with parents as part of normal consultative and educational process, e.g. parents evenings.
- To support the supervision of individuals/ groups of pupils

4. Support with Curriculum

- To be involved with planning meetings.
- To attend staff meetings and appropriate training sessions as required
- To undertake repairs and maintenance of books/equipment
- To develop and prepare curriculum activities/materials.
- To assist in the teaching of the curriculum

5. General Duties and Responsibilities

- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
- Use of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Head Teacher in the fulfilment of the school's objectives, commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangement for Health and Safety at Work.
- All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

Note: The job description is not necessarily a comprehensive definition of the post.

The particular duties and responsibilities listed above may be subject to reasonable change from time-to-time following consultation between the Headteacher and the Learning Support Practitioner.

Issued by:..... Date of issue:.....

Received by:..... Date received:.....
(Learning Support Assistant)

One copy of the Job Description should be retained by the HR Manager and one copy given to the post holder.

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

PERSONNEL SPECIFICATION

Job Title	Learning Support Assistant (Level 2)
Band/Job Group	Band C
Hours/Weeks	32.5
School	The Meadows School
Responsible to	Class teacher

Qualifications	NVQ Level 2 in Childcare or relevant area.
Experience	<p>Experience of working with children with special educational needs.</p> <p>Knowledge and understanding of Equal Opportunities.</p> <p>Knowledge of Health and Safety issues, including safeguarding.</p>
Training	Willing to attend relevant training when required.
Special Knowledge	<p>Able to demonstrate an awareness and understanding of the needs of SEN pupils across age ranges and phases.</p> <p>Able to demonstrate an understanding of a variety of behavioural strategies is desirable.</p>
Circumstances	<p>Ability to work when the School is open term time.</p> <p>Willingness to work flexibly to meet the requirements of the post e.g. attend parents evening.</p>

Disposition	<p>Must be able to communicate at all levels.</p> <p>Must be patient, caring and committed to supporting SEN pupils.</p> <p>Must be able to cope with and deal with confrontational and stressful situations.</p> <p>Must be committed to working as a member of a team.</p> <p>Able to work on own initiative. Must be willing to take an active part in all aspects of School life.</p> <p>Ability to motivate individuals to perform effectively.</p> <p>Commitment to working in partnership with parents and Multi agency teams.</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>
Practical and Intellectual Skills	<p>Able to communicate effectively (orally and in writing).</p> <p>Ability to use IT technology.</p> <p>Must be prepared to undertake duties relating to the welfare and personal hygiene of pupils including toileting and feeding.</p>
Legal Requirements	<p>Enhanced DBS Check for Regulated Activity.</p> <p>Satisfactory medical clearances.</p>