



Job Description

Post	Learning Support Assistant
Band	4 (points 4a to 4c)
Responsible to	Special Education Needs Co-ordinator

Purpose/ Scope To support the Head of Special Needs in the implementation of individual education plans for named students, including those with Education and Health Care Plans.

Duties and Responsibilities

- To assist teaching staff by supporting individuals and groups of students in the classroom
- To support the teacher in managing pupil behaviour
- To encourage pupils to interact with others and engage in activities led by the teacher
- To work on an individual basis with a student as directed
- To ensure that individual education plans are implemented and promote positive learning experiences for individual students
- To compile reports for review meetings for individual students
- To attend Annual and internal reviews as directed
- To maintain records for individual students as required
- To liaise with staff to ensure that the needs of students are recognised
- To differentiate class work so that it is accessible for individual students
- To develop and extend basic skills of literacy, numeracy and problem solving in all areas of the curriculum
- To liaise with parents regarding the progress and or changing needs of individual students
- To undertake additional training as required at the direction of the line managers
- To undertake additional duties as directed
- To assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the Schools Health and Safety Policy



Personal Specification Learning Support Assistant

Essential
Numeracy & Literacy skills to fulfil the duties of the role (The Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, and parents and outside agencies and professionals)
Knowledge of education and care needs of children within relevant age group being taught
Knowledge of technology used in schools e.g. computers and photocopiers
Awareness of and compliance with policies and procedures relating to Child Protection, Health, Safety & Security, Confidentiality and Data Protection
Problem Solving skills - the post holder may be required to identify straightforward solutions to simple problems
Keyboarding skills required to support the use of ICT in learning activities. Post holder may be required to use specialist equipment/resources and aids to support individual students
As some of the students require a high level of personal support, you will need to have a good sense of humour, a flexible approach and an interest in working creatively to ensure positive learning experience for individuals who are finding school difficult.

The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive working relationships.

Internal

Students, Teaching staff, Support staff, School Leadership Team, Governors

External

Financial Accountancy & Auditing Services Provider, Suppliers, Parents, Schools, Local Authority, General Public, Business and Voluntary Organisations, Contractors

Notes:

- The school reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility



- Reasonable adjustment will be considered as required by the Equality Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.

Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
- 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
- 2. We only accept applications completed on the Droitwich Spa High School and Sixth Form Centre application form with a covering letter. Please do not send CVs or open testimonials.
- 3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
- 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
- 5. When seeking references, we will request information about your suitability to work with children.
- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.