Uplands Manor Primary School

JOB DESCRIPTION

Job Title	Learning Support Assistant to support children with SEND/complex needs (Level 2) with NVQ2
Band/Job Group	Band B – ESC62
Hours/Weeks	29 Hours
Special Conditions	
Thematic Area	Children & Young People's Service
School	Uplands Manor
Responsible to	Head Teacher

Job Summary

- To provide support to pupils with Special Educational Needs/complex/SEMH needs under the direction of the teacher.

Additional duties and responsibilities

Learning Support Assistants should have the skills and knowledge required to:

1. **Support to Pupils**

To act as a positive role model.

To communicate effectively and positively with children.

To assist pupils in the use of resources including IT and be able to adapt these to suit the needs of identified child(ren) as necessary.

To maintain pupils' interest and motivation through using different strategies and resources adapted to the needs of the child.

To deliver interventions according to recommendations made by outside agencies (Speech and Language, EP, CCAT, Learning and SEMH specialists)

To assist pupils with dress/changing for activities/personal hygiene.

To support individual work assigned by the teacher in raising core skills and to support individual education plans (IPPs) and Education Health and Care Plans (EHCPs).

To support the care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and take home, together with another member of staff.

*indicates area of responsibility for which a SEN Allowance would be paid (delete duty of not appropriate)

**General support to pupils in line with special educational needs.*

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 attend meetings with other staff and/or outside agencies where necessary.

To be aware of, maintain and promote school routines, policies and procedures.

To help the school to develop more effective communication by acting as an interpreter/providing translation.

To assist in the preparation of rooms, equipment and displays.

To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.

To work collaboratively within the ethos of the school.

To maintain a safe environment.

3. **Support to Teachers**

To have the verbal, written and mathematical skills and curriculum knowledge required to effectively deliver pre-planned programmes of work under the direction of a teacher in order to support pupil attainment and progress.

To have the ability to assist in the assessment of pupil attainment/progress.

To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with the supervision of pupils on school trips/visits.

To keep materials and 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 support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To be involved in planning meetings.

To attend appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare quality curriculum activities/materials in order to support learning

5. **To participate in the operation of the Council's Personal Performance Development Scheme.**

6. **It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working**

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environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

7. **Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.**

8. **The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.**

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Uplands Manor Primary School

PERSONNEL SPECIFICATION

Job Title	Learning Support Assistant (Level 2) with NVQ2
Band/Job Group	Band B – ESC62
Hours/Weeks	29
Special Conditions	
Thematic Area	Children & Young People's Service
School	Uplands Manor Primary School
Responsible to	Head Teacher

Qualifications	NVQ Level 2 in Childcare
Experience	Experience of working with Primary/Secondary children Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues
Training	Willing to attend relevant training
Special Knowledge	An understanding of child development and appropriate levels of childcare
Circumstances	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post
Disposition	Ability to motivate individuals to perform effectively Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.

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Practical and Intellectual Skills	Able to communicate effectively Ability to use IT technology
Legal Requirements	Enhanced CRB Clearance

Registration Requirements:	**Yes**	**No**	**Description**
Is this post a **Regulated Activity**			
Is the Frequently or Intensive test met			
Is the activity in a Specified place			
Is the activity a specified Position			
Is the post a **Controlled Activity**			
Is the Frequently or Intensive test met			
Explain the nature of the opportunity for contact			

DBS Disclosure check only	Yes	No	Eligibility Code
Is this post eligible for a DBS check but not registration			

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