

Learning Support Assistant

Job Description

Position profile

School	Devonshire Infant Academy
Post title:	Learning Support Assistant
Responsible to:	Head Teacher / SENDCo
Remuneration:	Grade B
Commencement date:	January 2023

Job Summary

- To provide individual, small group and classroom support to pupils with special educational needs and/or disabilities.

Duties and responsibilities

You will support the ethos and values of our school by:

Delivering small group interventions and pre-planned activities to children with additional needs.

Using children's own small steps targets and outcomes to plan for small group/individual activities.

Assisting pupils with dress/changing for activities/personal hygiene.

The care and welfare of pupils to include toileting and feeding as required.

Working as part of a team to deliver effective provision together.

Developing good working relationships and links with families and our school community.

Showing awareness and maintaining school policies and procedures.

Preparing and developing activities, rooms and displays in line with the children's learning.

Maintaining a safe environment for our children.

Promoting high standards of behaviour throughout school in accordance with our Discipline and Behaviour Policy.

Attending appropriate training sessions as required.

You will support your team by:

Assisting in the assessment of pupils and recognising their small step progress.

Undertake duties based on a rota basis and undertake lunch duties daily.

Assisting staff with supervision of children during on-site and off-site activities.

Showing initiative and care of our school environment by keeping resources and materials safely stored.

Liaising with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

As part of our Trust, you will:

1. Participate in the operation of the Trust's Appraisal Scheme.
2. It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working 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.
3. 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.
4. The post holder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work.

Note

1. This 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 Head of School/ SLT with the postholder.

PERSONNEL SPECIFICATION

Job Title	Learning Support Assistant (Level 2) with NVQ2
Band/Job Group	Band B
Hours/Weeks	28 hrs per week 8.50am-3.15pm
School	Devonshire Infant Academy
Responsible to	Head Teacher/Deputy Head/SENCO

Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	NVQ Level 2 in Childcare
Experience	<p>Experience of working with children who have additional needs in Key stage 1 and/or EYFS children</p> <p>Knowledge and Experience of the New EYFS Framework and Primary Curriculum</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p> <p>Experience of working with children with additional needs.</p>
Training	Willing to attend relevant training
Special Knowledge	An understanding of child development and appropriate levels of childcare
Circumstances	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post</p>

Disposition	<p>Ability to work effectively as part of a team.</p> <p>Commitment to working in partnership with parents</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</p> <p>Ability to use IT technology</p>
Legal Requirements	Enhanced DBS Clearance