



Learning Support Assistant (Secondary Phase) Job Description

Purpose of the Job

To provide practical assistance to the Teachers and Leadership Team in the School in catering for the personal welfare and education needs of students. As far as possible to ensure a safe working environment for staff and students. To contribute to facilitating student access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting students on the special educational needs register as required.

Main duties

- To prepare, and assist in the preparation, of the school and classroom resources, display, equipment and computers for use by students.
- To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
- To motivate and support student(s) to remain on task and complete work in a focused way.
- Accompanying and supporting student(s) on outings from school as necessary.
- To pass on information about students' personal and educational needs to the Class Teacher and other staff as appropriate.
- To contribute to team meetings and review meetings.
- To support the students in physical activities (PE, Drama etc.) as required.
- To undertake training and attend INSET days in accordance to contractual requirements.
- To contribute to whole school policies.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Principal.
- To provide personal care and assistance for students who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the student safely and hygienically and supporting the student during break and lunch times as appropriate.
- To maintain the health and safety of students and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- Assisting with any other duties of a similar level of responsibility as required by the Principal.

At this level

The employee will work under the supervision of a teacher/supervisor in the School and may be either a new entrant to the occupation or someone who has experience across a range of duties.

At this level the employee will be expected to:

- Help with classroom resources, displays and records
- Help with the care and support of students
- Provide support for learning activities
- Provide effective support for his/her colleagues

This will involve:

- Supporting literacy and numeracy activities in the classroom
- Contribute to the management of student behaviour
- Support the use of ICT in the classroom
- Support the maintenance of student safety and security
- Contribute to the health and well-being of students
- Undertake training in the specific skills needed, e.g. Manual handling, feeding, Communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training.)
- Using office machinery e.g. photocopying

In addition, they may also

- Support students with communication and interaction difficulties
- Support students with cognition and learning difficulties
- Provide support for students with sensory and/or physical impairments
- Undertake specific training in the skills needed to provide the personal care required, e.g. manual handling, communication skills.

Other Duties:

- Any other duties as directed by the Senior Leadership Team
- To carry out the duties and responsibilities of the post in compliance with the Federation's Equal Opportunities Policy
- To maintain strict confidentiality at all times and observe General Data Protection Regulations (GDPR) when dealing with personal information where appropriate
- To promote the safeguarding of children
- Observe all Federation practices relating to child protection, security, fire and emergency and Health and Safety
- To understand and comply with all relevant Federation policies
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post
- To cover for absent colleagues and undertake other duties commensurate with the grade
- To uphold the Christian values and support the Christian ethos within the federation of schools

Educational requirements

- English language reading and comprehension up to GCSE standard
- Numeracy skills up to GCSE standard
- Classroom/Teaching Assistant level 2
- May have had some training in communication techniques, creative play, physical care techniques.
- May be working towards relevant City and Guilds, NVQ or BTEC qualification or LA qualification.