

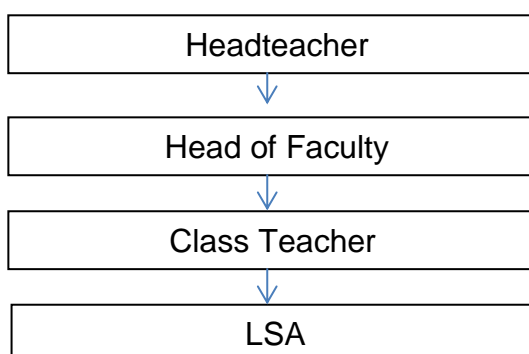
JOB DESCRIPTION

School: Addington School	Location: Woodley, Reading, Berkshire
Job Title: Learning Support Assistant	Grade / Salary Range: 3

JOB PURPOSE

The job description concerns:
To support teachers in providing a high quality education for the pupils of Addington School

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- ☐ Assist the teacher with the general management of pupils with behaviour difficulties and implement action of behaviour management plans
- ☐ Prepare classroom for pupils ensuring arrangements for laundry and hygiene
- ☐ Maintain agreed record keeping of pupils progress
- ☐ Set out and store appropriately all resources, materials, apparatus and equipment required for use by pupils and teachers

PUPIL SUPPORT:

- ☐ Be aware of religious beliefs and culture
- ☐ Support as appropriate for individual physiotherapy programmes and help by moving pupils and equipment around the room including the safe movement of pupils
- ☐ Provide support for pupils who require ICT for communication and/or recording
- ☐ Support inclusion programmes
- ☐ Maintain agreed record keeping of pupils' progress
- ☐ Be aware of physical and medical needs, ensuring correct positioning of pupils in equipment
- ☐ Supervise pupils at playtimes and lunchtimes
- ☐ Help pupils with the broad range of independence skills including taking care of personal belongings
- ☐ Undertake the toilet routines and programmes including the changing of soiled clothing and wiping up spillage as necessary
- ☐ Respond to and take care of pupils when vomiting, dribbling or various body fluids
- ☐ Team Teach to train in the philosophy and techniques of team Team Teach and implement this in the whole school environment
- ☐ Manual handling – to train and implement safe manual handling techniques
- ☐ Retain confidentiality about all aspects of school life
- ☐ Collect and take pupils to and from transport and support the greeting routines, register, morning

- break and lunch arrangements and prepare pupils activities for transition during the day
- ☐ Maintain health and safety standards and a high level of hygiene according to school policy
 - ☐ Participate in the school's performance management
 - ☐ Any other duties as requested that reasonably fall within the purview of the post which may be allocated after consultation with the post holder

SCOPE OF JOB (Budgetary / Resource control, Impact)

- ☐

PERSON SPECIFICATION

Job Title: Learning Support Assistant

Reports to (job title): Class Teacher

- * E = Essential Criterion (required at point of recruitment)
D = Desirable Criterion (can be developed over time)

KEY CRITERIA

* E / D

Qualifications and Experience

- ☐ NVQ/QCF Level 2 or equivalent, desirable but not essential
- ☐ Good standard of general education – i.e. 5 GCSE's Grade A-C including GCSE English and Maths Grade A-C

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Knowledge

Skills and Abilities

- ☐ Knowledge of national school curriculum
- ☐ Non confrontational approach to adults and pupils
- ☐ Excellent communication and interpersonal skills
- ☐ Ability to work within a team environment
- ☐ Some experience of working with children

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Work-related Personal Qualities

- ☐ Calm under pressure, adaptable and energetic
- ☐ A realisation of the need for confidentiality
- ☐ A caring and positive attitude
- ☐ Good listener and sensitive to pupils needs
- ☐ A sense of responsibility
- ☐ Positive behaviour management
- ☐ A good sense of humour
- ☐ Flexibility and use of initiative is very important

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Other Work-related Requirements

Physical ability to respond to manual handling and or challenging behaviour (with training)

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