

# The Chiltern School

## Learning Support Assistant Level 1

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 1D SEN Point 2-4 £20,441 - £21,189 per annum (full time equivalent)
Working Hours	11.45am – 1.30pm (term time plus 5 inset days (8.75 hours per week))

Employee Name		Dated	
Employee Signature			
Headteacher Signature	<i>Lisa Leonard</i>	Date Effective	

# The Chiltern School

## Learning Support Assistant Level 1

Job Purpose
Under the instruction and guidance of teaching staff, health staff and other professionals, to maximise the participation of pupils in the social and academic processes of the school. To encourage pupils to become more independent learners and promote the development of skills during the lunchtime and at times across the school day as directed and contracted. You will provide support to the Teacher across a range of child centred activities to promote child development and learning and to ensure pupil safety. You will work with small groups or individual pupils.
MAIN RESPONSIBILITIES Support for Pupils
To support and supervise pupils before, during and after the midday meal, delivering programmes under the direction of the class teacher.
To promote all aspects of learning around meal times including collecting meals and making choices, carrying equipment, using cutlery (including specialist equipment), and wiping their hands and faces after eating.
To ensure the promotion of appropriate hygiene routines, promoting pupil independence throughout
To develop pupils' play, leisure and interaction skills through organising and playing games as well as implementing positive behavior in line with the school's Expectations and Self-regulation policy.
To attend to the personal care needs of pupils. This may include toileting, other hygiene needs, help with dressing and/or assisting with feeding as required; promoting independence through following pupils' PLPs
To ensure that all equipment is returned to the correct area of the dining room (supporting pupil independence in this where possible) and that any washing takes place as needed (bibs, aprons, wiping of tables etc)
To ensure that pupils are safe and that necessary steps are taken when pupils are sick, or need first aid (including reporting incidents/accidents and summoning assistance from a qualified first aider as needed)
To ensure that any safeguarding concerns are reported and that the school's Safeguarding policy is implemented
To ensure that class teachers are informed of any issues which have occurred
To support in delivering teaching programmes and learning activities to small groups and individuals as directed.
To assist with physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
To promote and support the inclusion of all pupils in the learning activities in which they are involved.
To assist with the supervision of pupils on visits, in liaison with the Group Leader.

# The Chiltern School

## Learning Support Assistant Level 1

To assist with school transport at the beginning or end of the day (as contract determines), ensuring that pupils enjoy a safe journey to and from school. Report any concerns to the Leadership Team.

### Support for Teachers

Working under the direction of a teacher, support pupils learning by adapting and developing learning opportunities.

Contribute to the implementation of Personal Support Plans (PLP).

To assess and share pupil's progress and achievements.

To develop and extend learning opportunities based on pupils prior learning.

To maintain and use classroom teaching materials and equipment.

To have high expectations of pupils behaviour and maintain classroom discipline.

### Training Expectations

To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.

To undertake training and implement school policies and procedures including:-

- \* Infection control hygiene guidelines.
- \* Manual handling and lifting
- \* Hoisting
- \* Team teach
- \* Makaton signing and PECS.
- \* Autism Awareness Training
- \* Diversity
- \* ICT, including laptops, tablets PC's
- \* Light and sound equipment and sensory learning equipment.

### Support for the School

To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENCO) and other teaching assistants

To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Leadership Team.

To participate in appraisal arrangements and undertake training and development activities.

To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

# The Chiltern School

## Learning Support Assistant Level 1

To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe.
To maintain an up to date knowledge of school policies and working practices.
To adhere to the Child Protection and Safeguarding Policies.
To undertake tasks of a similar nature and level, as directed by the Headteacher.
<b>Other</b>
To participate as a member of the school community in promoting the work of the school
To maintain strict confidentiality guidelines about all aspects of your professional role
Ensure that confidentiality is maintained at all time in respect of school related matters to prevent disclosure of confidential and sensitive information
To undertake any other duties of a similar level and responsibility as may be required from time to time

### Safeguarding Children

#### CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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## Learning Support Assistant Level 1

Person Specification		
	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>Pass in English/Maths GCSE or equivalent at Level D or above.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of children (including own children)</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with special needs children and /or in a caring or educational environment</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Excellent communication skills and evidence of being able to communicate effectively with pupils and staff</li> <li>Evidence of an understanding of Health &amp; Safety issues of working with pupils</li> <li>Evidence of ability to develop and extend learning opportunities for pupils</li> <li>Evidence of an ability to work collaboratively with teachers and others.</li> <li>Evidence of an understanding of needs of children</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ability to follow programmes to small groups and individuals as directed.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Evidence of a willingness to undertake appropriate professional development.</li> <li>Evidence of commitment to the principles of equality and celebrating diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Training in autism, SEN and behaviour management</li> <li>Trained in Manual Handling</li> </ul>

# The Chiltern School

## Learning Support Assistant Level 1

	<ul style="list-style-type: none"><li>• Ability to meet physical needs of pupils.</li><li>• Ability to participate in swimming, PE and physical activities.</li><li>• Commitment to promoting the school and taking an active part in the wider life of the school.</li><li>• Commitment to promoting pupil wellbeing and knowledge of safeguarding within a school setting.</li></ul>	<ul style="list-style-type: none"><li>• First Aid at work qualification</li></ul>
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