

# The Chiltern School

## Learning Support Assistant Level 2

### 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 2A SEN Point 4-5 / £16,133.78 - £16,427.69 per annum
Working Hours	32.5 hours per week, term time only plus 5 inset days

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

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Job Purpose
Under the instruction and guidance of teaching staff and other professionals, to undertake learning activities and be aware and attend to the needs of pupils in order to support their learning and development and to ensure their safety. You will work with small groups or individual pupils.
MAIN RESPONSIBILITIES
Support for Pupils
Under the guidance of the class teacher, to support pupils in all aspects of their learning and accessing the curriculum, including ICT and other strategies.
To deliver learning programmes and learning activities to small groups and individuals as directed.
To promote and support the inclusion of all pupils in the learning activities in which they are involved.
To promote positive behaviour and attitudes through high expectations.
To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Group Leader.
To assist with school transport at the beginning and end of the day, ensuring that pupils enjoy a safe journey to and from school. Report any concerns to the Leadership Team.
Be able to use school data management systems in line with school policies and procedures.
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.
All care needs are part of an individual learning programme and should be taught to promote independence.
To assist with physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
To develop leisure opportunities and supervise pupils at unstructured time to support the development of communication, physical development, social relationships and interaction skills.
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 systematically record pupil's progress and achievements.
To develop and extend learning opportunities based on pupils' prior learning.
To efficiently prepare, maintain and use classroom teaching materials and equipment.

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To set up learning environments, which would include laptops, tablets, switch operated equipment, displays and the other learning spaces
To have high expectations of pupils behaviour and maintain a positive classroom ethos
<b>Support for the Curriculum</b>
To develop your knowledge of the curriculum and schemes of work, and contribute ideas to develop pupils' learning and skills.
To contribute to the development and evaluation of curriculum plans and schemes of work.
To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the senior members of staff
To support learning through the development and production of work related tasks and materials.
<b>Training Expectations</b>
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:- <ul style="list-style-type: none"> <li>* Health and safety</li> <li>* Child development</li> <li>* Manual handling and lifting</li> <li>* Team teach</li> <li>* Makaton signing and PECS.</li> <li>* Current SEND practice</li> </ul>
<b>Support for the School</b>
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 attend staff meetings, 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.
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.

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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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Person Specification		
	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Pass in English/Maths GCSE or equivalent at Level D or above.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 2 or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with children in a school.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with children in a SEND school</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Evidence of an understanding educational needs of children</li> <li>• Evidence of an understanding of Health &amp; Safety issues of working with pupils</li> <li>• Evidence of ability to contribute to the planning and development of educational activities.</li> <li>• Evidence of ability to develop and extend learning opportunities for pupils based on prior learning.</li> <li>• Good standard of spoken and written English and be able to communicate effectively with pupils and parents/carers.</li> <li>• Evidence of an ability to work collaboratively with teachers and others.</li> <li>• Evidence of an ability to take responsibility and work with autonomy within set boundaries.</li> <li>• Evidence of ability to teach programmes and learning activities</li> </ul>	<p>Knowledge of planning and development of educational activities.</p> <p>Ability to use ICT to develop and deliver learning activities</p>

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	<p>to small groups and individuals as directed.</p> <ul style="list-style-type: none"> <li>• To be computer literate and be able to use ICT in a classroom setting.</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> <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>• Training in autism, SEN and behaviour management</li> <li>• Trained in Manual Handling</li> <li>• First Aid at work qualification</li> </ul>