



JOB DESCRIPTION

Learning Support Assistant (Primary Phase)

Responsible to: Primary SENCO and Head of Primary

**Actual Gross Salary: £22,793.29 to £23,169.22 depending on interview assessment
NJC Scale points 5 – 6 (Inner London pay scales)**

Contract type: Permanent, Full time, Term Time Only

Location of post: Dunraven School, 94-98 Leigham Court Road, London SW16 2QB(including the Primary Phase on Mount Nod Road)

Main Purpose

Under the direction of the SENDCo/Class teacher, to support students who have been identified for additional support as indicated in the student's statement and/or Individual Education Plan, in order to facilitate their access to a broad and balanced curriculum. To work with the class teacher in providing a stimulating educational environment in which the students can achieve their potential.

Duties and Responsibilities

Support for Students with SEN by:

- Establishing a supportive relationship with pupils in order to promote/reinforce their self esteem
- Reinforcing the learning principles introduced by the teacher
- Helping individual pupils to access the curriculum, by structuring the work into a step-by step process and where appropriate the preparation, differentiation and adaptation of materials
- Working with small groups of children to address Specific Learning Needs • Encouraging children to interact with others and engage in activities led by the teacher • Clarifying and explaining instructions
- Motivating and encouraging as required to support independence • Establishing good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all students
 - Supervising and supporting children, ensuring their safety and access to learning • Attending to the children's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Reinforcing the school Code of Conduct and expectations of behaviour laid down by the teacher
- Meeting physical needs whilst encouraging independence
- Ensuring students are able to use equipment and access materials provided



Support for the Teachers:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work
- Be aware of pupil problems/progress/achievements and report to the teacher and SENDCO as agreed
- Undertake pupil record keeping and data inputting as requested • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate • Gather/report information from/to parents/carers as directed
- Participating in liaison, preparing and planning of provision for individual pupils; including the involvement in the Annual Review Process for relevant statemented students • Preparation of resources.

Support for the Curriculum

- Assisting in the development of student Individual Education Plans
- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support students in using basic ICT as directed

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Having awareness of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school days required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school, at lunchtimes, breaktimes, breakfast club and after school club • Undertake first aid duties
- Accompany teaching staff and students on visits, and out of school activities as required • To work cooperatively as a member of the SEN team, whilst showing the ability to work independently and proactively
- To take responsibility for Professional Development, ensuring skills and knowledge are regularly updated through attending relevant in-service training and developing a knowledge of Learning Support Needs and strategies for the range of pupils supported
- Participate in school Appraisal scheme, including target setting and review • Carry out any other responsibilities compatible with the role and grade of this post • Be aware of and comply with the Dress Code.

Undertake any other duties as may be required from time to time to meet the needs of the school.



PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

Qualifications

Essential:

- GCSE Maths and English Grade C or above or equivalent NVQ Level 2

Desirable:

- Degree
- Full and relevant NVQ Level 3 qualification
- First Aid qualification or willingness to obtain

Skills and Experience

- Proven interpersonal skills
- Effective communicator both orally and in writing
- Experience of working with young people
- Excellent organisational and administrative skills
- Ability to work within a clear policy framework with targets
- Effective ICT skills
- Ability to motivate
- Ability to work effectively as part of a team
- Experience of working with SEN would be desirable
- Good organisational skills

Knowledge

- Understanding of the education system and current developments
- Awareness of current legislation regarding children
- Knowledge of ASD/ASC, ADHD, Dyslexia and Dyscalculia strategies eg PECS, TEACCHand PORIC
- Teaching literacy (including phonics) and numeracy

Other

- An enthusiastic commitment to education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.



- An awareness of Equal Opportunities issues.
- Play a full part in the life of the school community, to support the aim of 'Excellence for All' and school ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.

Equal Opportunities

Take responsibility for tackling racism, all types of discrimination and harassment of any kind. Dunraven Educational Trust is an equal opportunity employer committed to diversity and inclusion in the workplace.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Safer Recruitment Statement

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

Dunraven is a non-smoking and non-vaping environment.

June 2023