



JOB DESCRIPTION: LEARNING SUPPORT ASSISTANT

AIM:

To assist the Class Teacher and Headteacher in their education provision and care for the children.

RESPONSIBLE TO:

The Class Teacher in the first instance and ultimately to the Headteacher and Governors.

DUTIES MAY INCLUDE:

- Preparation of classroom for children's activities, tidying and clearing away, cleaning of equipment and contributing to displays and help maintain an ordered and attractive classroom.
- Greeting and settling children at beginning of day.
- Escorting children to and from transport.
- Working with children and assisting teacher with classroom activities.
- Supporting the teacher with observation of pupil progress, record keeping and contributing to Annual Review reports.
- Be acquainted with and work towards the aims and objectives set for individual pupils e.g. IEPs, Speech and Language Therapy / Physio / OT programmes, class, department and school targets; this may include working in mainstream and differentiating the lesson.
- Supporting pupils with their social and emotional development.
- Taking responsibility for the class or a group of pupils, with guidance from the class teacher, due to the short term absence of a teacher eg while the teacher is attending an annual review, parents meeting etc.
- Supporting a supply teacher covering for the class.
- Developing ICT skills to enable pupils to access computer programs and other technology.
- Helping with swimming, visits, shopping, horse-riding, PE, including teaching of appropriate behaviour.
- To be committed to working with pupils with special needs (2-16 years) with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours.
- Working as part of a team in managing pupil's behaviour by following and adhering to a child's Behaviour Management Plan and school policies; this may include using Physical Intervention Techniques according to Team Teach or PRICE.
- Using signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work.
- Supervision of children indoors and outdoors including the implementation of safe practices according to OCC and the school's guidelines.
- Personal care of children (2-16 years) - this may include changing nappies/pads, using a catheter and using an overhead hoist for non ambulant pupils.
- Assisting with the development of eating skills (this may include gastrostomy feeds) and other self help and independence skills eg dressing.
- Helping with and teaching of (when appropriate) teeth cleaning, washing, showering or hair washing.

- Dealing with soiled laundry.
- Moving and hoisting pupils, carry out exercise programmes (land or water based), moving children from a wheelchair to a piece of equipment and / or to the floor as advised by the Physiotherapist or Occupational Therapist.
- Sharing the responsibility for the school's health & safety and safeguarding of pupils at all times by following OCC and the schools' procedures.
- Administering medication or carrying out complex care procedures in line with shared care protocols following training and support by the health professionals. First aid, driving the school minibus or lifeguarding duties.
- Operating a tail-lift in the school minibus, moving seats in and out of the minibus, using specialized fixings for wheelchairs and using seat belts accordingly.
- Attending in-service training after school or whole school inset days as and when required and a bi-annual appraisal by your line manager.
- Maintaining a good working relationship and co-operate with parents, professionals, other agencies, colleagues and provide feedback as and when required. Communicating any concerns through the appropriate channels and playing an active part in the team by participating in decision making as appropriate.
- Maintaining confidentiality about pupils and their families.
- To contribute to the development and improvement of classroom practice and organisation.

Other duties as may be reasonably requested by the Headteacher.

Staff should:

Refrain from smoking on the school site in accordance with the Oxfordshire **"No Smoking" Policy** in County Council workplaces.

Believe in the **equal opportunities of children** irrespective of their sex, colour, religion or disability and follow OCC and the school's policies / guidelines

Take appropriate responsibility for one's own **health, safety and welfare** and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Oxfordshire Schools are committed to **safeguarding** and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

QUALIFICATIONS:

- A good general standard of education is essential including GCSE English Grade C or above (or equivalent).
- A relevant NVQ Level 3 would be an advantage. A qualification allowance is available for relevant qualifications recognized by OCC.

EXPERIENCE:

Experience of working with children in a school or in a comparable caring situation would be an advantage, but not essential.

REQUIRED ATTRIBUTES:

- Ability to show initiative, follow guidelines and be self-motivated.
- Alertness in supervision of children by being aware of H&S issues and children's safety.
- The ability to fulfill the range of duties as described in this job description.
- A sense of humour and an ability to adapt flexibly to any situation.
- Enthusiasm, common sense, patience, resilience.
- A commitment to supporting high standards in teaching and learning within the school.

SALARY POINT:

Grade 6 Scale Point 8

WORKING HOURS:

9.00 am – 3.30 pm (primary/nursery), 8.50 am – 3.20 pm (secondary),
Monday to Friday

This Job Description can be amended at any time with final discussion with the Headteacher and/or Governing Body and the member of staff concerned.

SIGNED: LEARNING SUPPORT ASSISTANT

SIGNED: HEADTEACHER

(June 2021)