

JOB DESCRIPTION

Post title	Learning Support Assistant	Reporting to	The Principal
Location	Holyhead Primary Academy	Grade	Band B
Contract type	Permanent	Hours of work	17.5 hours, Term time plus training days

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To provide classroom support to pupils under the direction of the teacher.

Duties and Responsibilities

Support to Pupils

- To assist pupils in the use of resources including IT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).
- The care and welfare of pupils to include toileting and feeding as required.
- Escorting pupils around school premises/and take home, together with another member of staff.
- *General support to pupils in line with special educational needs.

Support to School

- To have contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To be aware of and maintain school policies and procedures.
- *Help the school to develop more effective communication by acting as an interpreter/providing translation.
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- To support the ethos of the school.
- To maintain a safe environment.

Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To assist in the assessment of pupil attainment/progress.
- To undertake duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To support the supervision of individuals/groups of pupils.

Support with Curriculum

To be involved in planning meetings.

Attendance at appropriate training sessions as required.

To undertake repairs and maintenance of books and equipment.

To develop and prepare curriculum activities/materials.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people

who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.