



The Westminster School

JOB DESCRIPTION

Job Title	Learning Support Assistant
Band/Job Group	Band C SCP 5-8
Hours/Weeks	32.5 hours per week (Term time only + INSET Days) Mon, Wed, Thurs, Fri: 8.40am to 3.15pm (including 30 minutes lunch-break) Tues – 8.40am to 5.00pm (including 30 minutes lunch-break) (Plus 20 minutes contingency time)
Responsible to	Pathway Leads

Job Summary

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

Duties and responsibilities:

1 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 (IEPs/PSPs).
- To provide for care and welfare of pupils to include toileting and feeding as required.
- To escort pupils around School premises/and take home.
- To give general support to pupils with special educational needs.

2 Support to School

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

3 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 break duties on a rota basis.
- To assist the teacher with supervision of pupils on School trips/visits.
- Keeping materials and equipment in a tidy and safe manner.

- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with School policy.
- Support the supervision of individuals/groups of pupils.

4 Support with Curriculum

- To be involved in planning meetings.
- To attend staff meetings and appropriate training sessions as required.
- To undertake the repair and maintenance of books and equipment.
- To develop and prepare curriculum materials under the direction of the teacher

5 General Duties and Responsibilities

- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
- Use of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Head Teacher in the fulfilment of the school's objectives, commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangement for Health and Safety at Work.
- All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Lifelong Learning. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.

Issued by:____

Received by:_____ Date:_____



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Personnel Specification

Learning Support Assistant

	Essential Requirements
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 in Childcare or equivalent GCSE Maths and English at C or equivalent.
Experience	<ul style="list-style-type: none"> Experience of working with Primary/Secondary children with a range of special educational needs. Knowledge and understanding of Equal Opportunities. Knowledge of Health and Safety issues.
Training	<ul style="list-style-type: none"> Willingness to undertake training as and when required.
Special Knowledge	<ul style="list-style-type: none"> An understanding of child development and appropriate levels of childcare.
Circumstances	<ul style="list-style-type: none"> Ability to work when the School is open (Term time working). Willingness to work flexibly to meet the requirements of the post.
Disposition	<ul style="list-style-type: none"> Must be able to communicate at all levels. Must be patient caring and committed to supporting MLD+ pupils. Must be able to cope with and deal with confrontational and stressful situations. Must be committed and experienced in working as a member of a team. Able to work on own initiative. Must be willing to take an active part in all aspects of School life. Ability to motivate individuals to perform effectively. Commitment to working in partnership with parents. Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.
Practical and Intellectual Skills	<ul style="list-style-type: none"> Able to communicate effectively. Ability to use IT technology. Must show evidence of good communication skills both orally and in writing.
Legal Requirements	<ul style="list-style-type: none"> Enhanced DBS Check for Regulated Activity