

## JOB DESCRIPTION

<b>Job Title: Learning Support Assistant (level 2)</b>		<b>Service area</b> Education and Lifelong Learning	
<b>Post. No.</b>	<b>Grade</b> <b>Band C 14-19</b>	<b>Section</b>	<b>Location</b> The Orchard School
Responsible to:- Head Teacher	Contacts Teaching and Non-teaching staff, pupils and parents	Persons responsible for:- (may be presented in the form of an organisation chart) Attach separate sheet	
<b>Working hours</b>  I:1 9.30 – 3pm every day term time  I x LSA maternity Leave Cove – Mid Sept start  I x LSA – 1 year fixed term		Special conditions  To include 5 training days	
<b>This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.</b>			

**Your current duties and responsibilities are:-**

### 1. Support to pupils

- To assist pupils in the use of resources including ICT
- 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 the school premises
- General support to pupils with complex and profound multiple learning difficulties

### 2. Support to School

- To support the feeding and play activities of pupils during the pupils lunch time period subject to being given a reasonable rest period (normally not less than ½ hour)
- 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
- Preparation of rooms, equipment and displays
- To maintain routine
- To promote high standards of behaviour throughout school in accordance with the Behaviour Policy
- To support the ethos of the school
- To maintain a safe environment
- To support the school by providing training to students, school staff and borough staff as part of the outreach provision.

### 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 duties on a rota basis during mid-morning and mid-afternoon breaks
- To assist the teacher and learning support practitioners with 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
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#### **4. Support with Curriculum**

- To be involved in planning meetings, including staff meetings
- Attendance at appropriate training sessions as required, which will include the 5 training days
- To undertake repairs and maintenance of books and
- To develop and prepare curriculum activities

5. 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 where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
6. Use of ICT as required
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Service Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work
9. All staff within 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 trade unions.

#### **Other Duties**

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations

(Amendment) Act 2000.

- Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its 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 Schools policy , organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.
- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.