

St Peter's School (& Nursery)

POSITION:	Learning Support Assistant
SCHOOL:	St Peter's School
REPORTS TO:	Deputy Head
CONTRACT:	12 month fixed term
GRADE:	Hay Grade 4 Spine point 13

KEY PURPOSE OF THE JOB

To support a pupil with Special educational needs; language & communication disorder and behavioural needs within the school environment. To enable them to engage in teaching and learning activities at a level that matches their individual needs and stage of development.

To assist the class teacher and other staff in carrying out an appropriate programme of work to meet the needs of the particular child enabling them to reach their full potential.

To assist the child's integration into the rest of the class/group.

To encourage and support the learning process of the child both on a one-to-one basis and within the group.

To assist in the monitoring of the child's performance and to report progress.

To provide feedback to enhance the child's esteem and to encourage acceptable behaviour.

To care for the safety, welfare and hygiene of the child.

Summary of Responsibilities and Key Areas:

- Supporting Teachers
- Teaching and learning
- Behaviour Management
- Personal Care
- Multidisciplinary Work
- Administrative Tasks

Supporting Teachers

1. Assist and support teachers in the delivery of lessons, including preparation and maintenance of resources.

2. Assist in the creation, maintenance and development of an excellent learning environment in the classroom and the school.

3. Contribute towards recording pupil progress, and towards reports. Attend meetings about pupil progress on an 'as need basis'.

4. Employ creativity, flair and imagination, and demonstrate energy and enthusiasm in a succession of large scale classroom and school projects e.g. displays, schools plays etc.

Teaching and Learning

1. Contribute to discussion about implementation of provision tailored for the pupil and implementation of an EHC plan.

2. Develop knowledge and awareness of the individual pupil, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that pupils gain confidence, and progress and problems can be observed, reported and acted upon.

3. Develop and promote pupils independence, social and communication skills, equal opportunities and racial equality including support for pupils in the community
4. Support an individual pupil taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents, and under the direction of teachers in either school.

Behaviour Management

1. Implement behaviour management programmes within school and the community, including 1:1 supervision where necessary
2. Support individual pupils who have challenging behaviour to ensure their access to the curriculum
3. To help the child focus his/her attention and keep on task.
4. To help the child develop positive relationships with other children and adults.
5. To be ready to listen to the child and offer appropriate support when necessary.

Personal Care

1. Attend to the personal care needs of pupils including toileting, toilet training, dressing, feeding, general hygiene and safety, manual handling and positioning if required.

Multidisciplinary Work

1. Work with multidisciplinary team including therapists, psychologists, visiting professionals, transport staff and parents
2. Contribute effectively to and work within the multidisciplinary team, including following agreed therapy programmes under the direction of the relevant therapist
3. Maintain vigilance and monitoring of suitability/safety of equipment. Report issues affecting pupil comfort/safety to relevant professional

Administrative Tasks

1. To assist with any administrative tasks/work as assigned by the Head of SEN.
To undertake such other duties related to the work of the school appropriate to the post as maybe assigned by the Head Teacher/Line Manager.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths grades A-C or equivalent 	<ul style="list-style-type: none"> • A degree or higher level qualification • Up to date First Aid certificate
EXPERIENCE	<ul style="list-style-type: none"> • Working with pupils with SEND • Working with pupils across the primary age range especially Early Years • Working effectively as part of a team • Monitoring and observing pupils' performance and keep records 	<ul style="list-style-type: none"> • Using ICT to support and enhance pupil learning
KNOWLEDGE	<ul style="list-style-type: none"> • To understand the school's procedures for monitoring a pupil with an EHC plan • To have a sound knowledge of the Literacy & Numeracy curriculum • Clear understanding of being committed to safeguarding children and young adults 	<ul style="list-style-type: none"> • To have a good knowledge and understanding of the Early Years curriculum, Gifted & Talented and EAL pupils
SKILLS & ABILITY	<ul style="list-style-type: none"> • To be able to provide effective contributions to the planning of learning activities • To give regular feedback to teachers on pupil progress • To work with all children with warmth, care and understanding and yet set clear and appropriate boundaries for behaviour • To be able to use own initiative effectively 	<ul style="list-style-type: none"> • To be able to create/assist with interactive and functional displays of pupils' work.