



LSA Job Description

The Beaulieu Park School

Job Title	Learning Support Assistant (121 Support)
Grade	Scale 3 (2019 Band 2 (to mid-point))
Reports to	Class Teacher, SENCO,
Responsible for	1:1 support for SEN with some class support
Liaison with	SENCO, parents, support staff, teaching staff, Principal, pupils.
Job Purpose	To support the well-being of a child with a severe skin condition and physical needs and support learning in line with the national curriculum work, working in partnership with class teachers and taking account of codes of practice and school policies and procedures
Principal Accountabilities	<ul style="list-style-type: none"> To ensure that the medical, physical, emotional and social needs of the child are met throughout the school day Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
Duties	<p>Specific (SEN 1:1)</p> <ul style="list-style-type: none"> Attend to medical and physical needs of the child (this will involve applying dressings to skin wounds and changing bandages, for which training will be given) Attend training related to the needs of the child with, or arranged by, the parents. This may be arranged out of school hours. Provide personal care (toileting) as necessary, respecting the emotional needs of the child Support the social and emotional development and needs of the child. This will include facilitating games and activities in the playground. Develop and maintain positive relationships with parents. Liaise with class teacher and SENCO to ensure the pupil's personalised curriculum is appropriate and interesting and that it ensures progression in all areas of the curriculum, including PSHE. Liaise with specialist teachers and other professionals. Help prepare, with class teacher and SENCO, information for review meetings (including assessments) and attend meetings when required Prepare resources and develop use of appropriate interactive resources and assistive technology. Assist with escorting the pupil on educational visits and ensuring specific needs are met.

General

- Establish positive relationships with pupils
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support, pupils according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/ activities under the direction of the teacher
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Assist with the preparation, maintenance and control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work

General	<ul style="list-style-type: none">• Understand and apply school policies in relation to child protection, health, safety and welfare• Attend relevant training and take responsibility for own development• Attend relevant school meetings as required• Respect confidentiality at all times• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Beaulieu Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.</p>
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LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school or home setting. Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid (further training will be given) Understanding of Child Protection Policy and Safeguarding Policy
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen and respond effectively and positively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy, and the ability to demonstrate positive and effective behaviour management strategies which engage and motivate the child
	SEN	Ability to understand and support children with physical, medical and emotional needs
	Curriculum	Good understanding of the school curriculum
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role