

Aldercar High School

Job Profile

Job Title	Learning Support Assistant	Ref
Job Family	Support for Teaching and Learning	Grade 5
Hours	32.5hrs, 39 weeks	

PURPOSE OF THIS ROLE

Responsible under the direction of the Principal and Inclusion Coordinator for the care and welfare of children

KEY RELATIONSHIPS

The post is line managed by and responsible to the SENCO

Key result areas include:

It is essential for the post holder to demonstrate an ability and commitment to undertake a comprehensive range of duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.

General Responsibilities:

- Attend to pupils' personal needs, implementing programmes and undertaking tasks related to social, health, physical, first aid and welfare matters including lunchtime and break-times. Report any concerns to teaching staff
- Encourage pupils to interact with others and engage in activities led by the teacher
- Oversee the activities of a small group carrying out an activity outside including lunchtime and break-times
- Help pupils to adjust to new settings; recognise signs of distress and offer reassurance and report these concerns to teaching staff.
- Support the teacher in planning and delivering activities, i.e. suggest type of support you can give
- Provide feedback on any difficulties and progress made
- Provide assistance as directed by teacher, helping pupils stay on task
- Monitor pupil response to the learning activity
- Prepare resources and set up activities.
- Complete and file pupil records and record information
- Provide clerical/administrative support for the teacher
- Administration of first aid provided training given and qualification held.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attendance at staff meetings and INSET activities where relevant;
- Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job. Any changes of a significant nature will be incorporated into the job profile, following consultation with the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

People Management

None

School Policies and Procedures

Actively support the School's Policies and Procedures.

Health and Safety

Ensure own compliance with the School's Health & Safety policy/procedures.

Risk Management

Comply with risk assessments pertinent to the role. Contribute to risk awareness through carrying out of duties and raise issues where appropriate

Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job.

PERSON PROFILE

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	Essential	Desirable	Evidence
Experience		Previous experience of working in a care role	Application Form Interview
		Liaison and communication with other professionals	Application Form Interview
		Previous experience of moving and handling when assisting with the care and mobility of physically impaired pupils	Application Form Interview
		Administrative duties	Application Form Interview
Knowledge	Basic knowledge and understanding of pupils with special education needs	Knowledge and understanding of current educational developments within a secondary phase setting	Application Form Interview
	An understanding and awareness of Health & Safety issues, Equal Opportunities, Data Protection, Child protection and any other relevant legislation	Familiarity with general IT applications	Application Form Interview
Skills and Qualities	Good interpersonal and communication skills		Application Form Interview
	Work unaided or as part of a team		Application Form Interview
	Be flexible to the needs of the pupils		Application Form Interview
	Reliable and self-organised with the ability to use own initiative when required		Application Form Interview
	Good literacy and numeracy skills		Application Form Interview
Policies and Procedures	Equal Opportunity and Disability Equality		Application Form Interview
	Data Protection		Application Form

			Interview
Qualifications		First Aid training	Application Form Interview
Professional Development	Be willing to undertake further training and development, as necessary, in order to enhance service delivery		Application Form Interview
Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment			