

JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT



POST TITLE: LEARNING SUPPORT ASSISTANT
RESPONSIBLE TO: ASSISTANT PRINCIPAL VIA CURRICULUM SUPPORT MANAGER
GRADE: 2
POSITION: 29 HOURS 10 MINUTES PER WEEK TERM TIME ONLY + 5 INSET DAYS

BRIEF DESCRIPTION & PURPOSE OF JOB

AS PART OF THE INCLUSION TEAM, LEARNING SUPPORT ASSISTANTS ARE EMPLOYED TO WORK WITH PUPILS WHO ARE THE SUBJECT OF STATEMENTS OF SPECIAL EDUCATIONAL NEEDS AND OTHERS WITH SPECIAL NEEDS, IN THE MAINSTREAM SCHOOL SETTING. SUCH PUPILS MAY REQUIRE SUPPORT BECAUSE THEY WILL HAVE ONE OR MORE OF THE FOLLOWING DIFFICULTIES: EMOTIONAL AND BEHAVIOURAL; PHYSICAL; LEARNING; MEDICAL; COMMUNICATION.

- THE PERSON APPOINTED WILL WORK IN SCHOOL DIRECTLY UNDER THE SUPERVISION OF A CURRICULUM SUPPORT TEAM LEADER AS PART OF A SPECIAL EDUCATIONAL NEEDS TEAM LED BY THE CURRICULUM SUPPORT MANAGER
- THE LSA MAY WORK WITH PUPILS INDIVIDUALLY OR WITH A SMALL GROUP OF PUPILS; SOME PUPILS MAY BE IN RECEIPT OF A STATEMENT OF SPECIAL EDUCATIONAL NEEDS.
- THE LSA MAY BE REQUIRED TO CARRY OUT ANY OF THE DUTIES WITHIN THE RANGE OF SPECIFIED DUTIES OUTLINED BELOW BUT MAY NOT BE EXPECTED TO HAVE TO CARRY OUT ALL OF THE SPECIFIC DUTIES.
- LEARNING SUPPORT ASSISTANTS WILL BE INVOLVED IN THE DELIVERY OF VARIOUS PROGRAMMES AS AND WHEN NECESSARY.
- ASSISTING WITH EXAMINATION INVIGILATION AS REQUIRED
- TO UNDERTAKE ANY RELEVANT TRAINING AND DEVELOPMENT ACTIVITIES, INCLUDING INDUCTION AND PERFORMANCE MANAGEMENT REVIEW

DUTIES AND RESPONSIBILITIES

1. THE MAIN DUTY IS TO FACILITATE AN INDIVIDUAL CHILD'S ACCESS TO AND PROGRESS IN THE CURRICULUM, USUALLY BY ASSISTING HIM OR HER IN CLASS. THE ROLE IS STRONGLY RELATED TO THE INDIVIDUAL EDUCATION PLAN (IEP) OF THE PUPIL, ALTHOUGH THERE IS WORK IN THE SUPPORT UNIT AND INDIVIDUAL NEEDS ROOM.

THIS IS ACHIEVED BY:

- IMPLEMENTING PREDETERMINED TEACHING AND OTHER SUPPORT PROGRAMMES
- HELPING WITH PHYSICAL SKILLS, INCLUDING MOVEMENT AROUND THE CLASSROOM AND SCHOOL, AND THE MANOEUVERING OF PUPILS OUT OF AND INTO WHEELCHAIRS FOR STANDING
- SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND PHYSICAL DISABILITIES
- USE OF COMMUNICATION AIDS
- DEALING WITH MINOR CRISES
- GENERAL SUBJECT SUPPORT FOR AN INDIVIDUAL
- ADDRESSING INDIVIDUAL EDUCATION PLAN (IEP) REQUIREMENTS
- GIVING FEEDBACK AND SUGGESTING DEVELOPMENT
- RECORD KEEPING
- INDIVIDUAL SUPPORT FOR PARTICULAR PHYSICAL ASPECTS OF THE CURRICULUM SUCH AS TECHNOLOGY
- GIVING SUPPORT WITH EMOTIONAL AND BEHAVIOURAL PROBLEMS
- ENCOURAGING INDEPENDENCE.

APPROPRIATE PHYSICAL ADAPTATIONS WILL BE PROVIDED AS NECESSARY SUCH AS HOISTS AND THE CSA WILL BE GIVEN TRAINING IN MANUAL HANDLING.

2. TO PROVIDE SUPPORT TO THE PUPILS IN NEED THROUGH:

- BEING FAMILIAR WITH THE PUPIL'S NEEDS
- RAISING SELF-ESTEEM
- ENCOURAGING AUTONOMY
- BEING A SUPPORT TO A GROUP WHILST KEEPING THE NEEDS OF THE PUPILS PARAMOUNT
- FURTHERING THE DEVELOPMENT OF IEP TARGETS
- ASSISTING IN THE ORGANISATION OF RESOURCES FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS
- ASSISTING IN THE ADAPTATION AND PREPARATION OF MATERIALS SPECIFICALLY FOR THE USE OF THE PUPILS WITH SPECIAL NEEDS
- SUPPORTING WORK IN SUBJECT AREAS
- SUPERVISION OF STATEMENTED PUPILS IN THE CLASSROOM AND AT BREAK TIMES AND LUNCHTIMES²
- ASSISTING WITH THE ORGANISATION OF DISPLAYS RELATING TO THE WORK OF PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS.

IN SUCH CIRCUMSTANCES THE LSA WOULD HAVE THEIR BREAK AND MEALTIMES AT OTHER TIMES IN THE SCHOOL DAY AS CLOSE TO THE NORMAL BREAK AND MEAL TIMES AS POSSIBLE.

3. TO COMMUNICATE WITH THE SENCO, CLASS TEACHER AND HEAD OF LSU.
4. TO COMMUNICATE WITH PARENTS AND OTHER AGENCY STAFF WHEN REQUESTED TO DO SO BY THE SCHOOL.
5. TO ATTEND MEETINGS AS REQUIRED.
6. TO ASSIST IN THE PREPARATION OF REPORTS FOR ANNUAL REVIEW MEETINGS.
7. ENSURE A HIGH STANDARD OF MAINTENANCE OF THE WORKING AND LEARNING ENVIRONMENT AND RESOURCES
8. ASSIST THE TEACHER IN CHARGE WITH EXAMINATION INVIGILATION AS REQUIRED, ASSISTING WITH COLLECTION OF EXAMINATION PAPERS 15 MINUTES PRIOR TO COMMENCEMENT OF EXAMINATION, ASSISTING IN THE INVIGILATION PROCESS. INFORM TEACHER IN CHARGE OF ANY IRREGULARITY. COLLECTION OF SCRIPTS AT THE END OF THE EXAMINATION AND DELIVERING SCRIPTS TO THE EXAMINATION OFFICER OR HIS/HER DELEGATE
9. STAFF DEVELOPMENT BEGINS WITH A RELEVANT INDUCTION PROGRAMME AND CONTINUES THROUGHOUT EMPLOYMENT IN THE SCHOOL. SPECIFIC INDUCTION AND SUPPORT ARE PROVIDED FOR STAFF WHO CHANGE ROLES OR JOBS WITHIN SCHOOL. AS PART OF A TEAM, STAFF ARE EXPECTED TO PROVIDE PEER SUPPORT FOR NEW MEMBERS OF STAFF. STAFF ARE SUPPORTED IN DETERMINING THEIR OWN DEVELOPMENT NEEDS IN THE CONTEXT OF SCHOOL GOALS AND TARGETS THROUGH A SYSTEM OF ANNUAL APPRAISAL AND SKILLS AUDIT AND IN AGREEMENT WITH THEIR LINE MANAGER AND THE SCHOOL BUSINESS MANAGER
10. ENSURE WORK IS CARRIED OUT IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974 AND SUBSEQUENT LEGISLATION AS DETAILED IN THE SCHOOL HEALTH AND SAFETY POLICY

ANY OTHER DUTIES COMMENSURATE WITH THE GRADE AND FALLING WITHIN THE SCOPE OF THE POST AS REQUESTED BY MANAGEMENT

THIS JOB DESCRIPTION OUTLINES THE PURPOSE OF THE POST AND SHOULD BE REGARDED AS A FRAMEWORK RATHER THAN A DEFINITIVE LIST OF DUTIES. THE POST HOLDER WILL BE EXPECTED TO DEVELOP THE POST TO BEST SUIT THE EVOLVING NEEDS OF THE SCHOOL.

THIS POST OF CURRICULUM SUPPORT ASSISTANT WORKS 29 HOURS AND 10 MINUTES PER WEEK DURING TERM TIME.

TIMES OF DUTY ARE BY ARRANGEMENT WITH THE MANAGEMENT TO MEET THE NEEDS OF THE SCHOOL. CORE WORKING TIMES ARE:

MONDAY	8:50 AM	4:30 PM	6 HRS 25 MIN	INCLUDES 15 MINS AM BREAK AND 1 HR LUNCH
TUESDAY	8:30 AM	3:25 PM	5 HRS 55 MIN	INCLUDES 15 MINS AM BREAK AND 45 MINS LUNCH
WEDNESDAY	8:50 AM	3:25 PM	5 HRS 35 MIN	INCLUDES 15

				MINS AM BREAK AND 45 MINS LUNCH
THURSDAY	8:30 AM	3:25 PM	5 HRS 55 MIN	INCLUDES 15 MINS AM BREAK AND 45 MINS LUNCH
FRIDAY	8:50 AM	3:25 PM	5 HRS 20 MIN	INCLUDES 15 MINS AM BREAK AND 1 HR LUNCH
		TOTAL:	29 HRS 10 MINS	

GENERAL INFORMATION

DARTON COLLEGE IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

DARTON COLLEGE OPERATES A NO SMOKING POLICY THROUGHOUT THE SITE.

DARTON COLLEGE IS A COMMUNITY SCHOOL CATERING FOR THE 11 TO 16-AGE RANGE; THE NUMBER ON ROLL IS CURRENTLY 975. WE VALUE EQUALLY ALL MEMBERS OF THE SCHOOL COMMUNITY AND WORK TOGETHER FOR THE EDUCATIONAL PROGRESS OF ALL OUR STUDENTS IN PARTNERSHIP WITH THE WHOLE COMMUNITY. DARTON COLLEGE WAS PRESENTED WITH THE 2004 LEARNING COMMUNITY AWARD AT THE BARNESLEY MBC ANNUAL AMBASSADOR AWARD CEREMONY 'A CELEBRATION OF LEARNING' AND IN 2005 THE INNOVATION AWARD.

THE COLLEGE HAS BEEN SUCCESSFUL IN ACHIEVING SPECIALIST SCHOOL STATUS AS A HUMANITIES COLLEGE SPECIALISING IN THE KEY SUBJECT ENGLISH (LANGUAGE AND LITERATURE) WITH CITIZENSHIP AND RELIGIOUS EDUCATION (ETHICS AND PHILOSOPHY). WE FEEL THIS COMBINATION GIVES US A STRONG IDENTITY THAT FOCUSES ON DEVELOPING YOUNG PEOPLE AS ACTIVE AND ARTICULATE CITIZENS AND THROUGH THAT BUILDS HIGH ASPIRATIONS THROUGHOUT THE SCHOOL AND WIDER COMMUNITY. DARTON COLLEGE HAS BEEN SUCCESSFUL IN ACHIEVING THE SPORTSMARK AWARD FROM SPORT ENGLAND ACTIVE SCHOOLS IN RECOGNITION OF THE SCHOOL'S COMMITMENT TO PROMOTING THE BENEFITS OF PHYSICAL EDUCATION AND SCHOOL SPORT. THE COLLEGE IS COMMITTED TO DEVELOPING AND SUSTAINING LINKS WITH THE COMMUNITY AS A MEANS OF RAISING ASPIRATIONS WITHIN BOTH THE COLLEGE AND COMMUNITY, PROMOTING LIFELONG LEARNING AND A HEALTHY LIFESTYLE

EMPLOYEE SPECIFICATION			
<p>WHEN FILLING IN THE APPLICATION FORM PLEASE DEMONSTRATE WITH CLEAR, CONCISE EXAMPLES HOW YOU MEET THE REQUIREMENTS OF THE POST. YOU WILL BE ASSESSED IN RELATION TO THE ESSENTIAL AND MINOR CRITERIA. PLEASE BEAR IN MIND THAT YOU MUST POSSESS THE ESSENTIAL CRITERIA ON DAY 1 TO BE ABLE TO DO THE JOB. IF THERE ARE LARGE NUMBERS OF APPLICANTS FOR THE POST THEN ALL OF THE CRITERIA WILL BE USED FOR SHORTLISTING. UNDER THE DISABILITY DISCRIMINATION ACT, WE RECOGNISE AND WELCOME OUR RESPONSIBILITY TO REMOVE ANY BARRIERS IN OUR RECRUITMENT AND SELECTION PROCESS. WE HAVE TRIED TO ASSESS THIS IN OUR JOB DESCRIPTION AND EMPLOYEE SPECIFICATION, HOWEVER IF YOU FEEL THAT THERE ARE BARRIERS, PLEASE TELL US IN THE APPLICATION FORM. AS PART OF THE DDA WE ARE COMMITTED TO MAKING REASONABLE ADJUSTMENTS, WHEREVER POSSIBLE AND IT WOULD HELP US TO KNOW YOUR NEEDS IN ORDER TO DO THIS.</p>			
POST TITLE: LEARNING SUPPORT ASSISTANT		DIRECTORATE: CHILDREN, YOUNG PEOPLE AND FAMILIES ADVANCED LEARNING CENTRE BASED AT DARTON HIGH SCHOOL	GRADE: 2
CRITERIA No	CRITERIA	HOW IDENTIFIED	RANK
QUALIFICATION REQUIREMENTS			
1	4 GCSE'S OR EQUIVALENT INCLUDING ENGLISH AND MATHEMATICS (GRADES A TO C).	A/CERTIFICATES	ESSENTIAL
2	COMMITMENT TO COMPLETION OF DFES TEACHING ASSISTANT INDUCTION PROGRAMME – NVQ 1	A/I	ESSENTIAL
3	GOODS NUMERACY/LITERACY SKILLS	A/I	ESSENTIAL
4	PARTICIPATION IN DEVELOPMENT AND TRAINING OPPORTUNITIES	A/I	ESSENTIAL
KNOWLEDGE, SKILLS AND ABILITIES			
5	ABILITY TO RELATE WELL TO CHILDREN AND ADULTS	A/I	ESSENTIAL
6	USE BASIC TECHNOLOGY – COMPUTER, VIDEO, PHOTOCOPIER	A/I	ESSENTIAL
7	WILLINGNESS TO UNDERTAKE FIRST AID TRAINING	A/I	ESSENTIAL
8	APPROPRIATE KNOWLEDGE OF FIRST AID	A/I	DESIRABLE
9	WORK CONSTRUCTIVELY AS PART OF A TEAM, UNDERSTANDING CLASSROOM ROLES AND RESPONSIBILITIES AND YOUR OWN POSITION WITHIN THESE	A/I	DESIRABLE
EXPERIENCE			
10	A MINIMUM OF 12 MONTHS RELEVANT EXPERIENCE	A/I	ESSENTIAL
11	WORKING WITH OR CARING FOR CHILDREN OF RELEVANT AGE	A/I	ESSENTIAL
12	GENERAL TECHNICAL/RESOURCE SUPPORT	A/I	ESSENTIAL
ADDITIONAL FACTORS			
13	THIS SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.	A/I	ESSENTIAL
14	DEMONSTRATE A COMMITMENT TO EQUAL OPPORTUNITIES	A/I	ESSENTIAL

