

JOB DESCRIPTION

| | |
|---------------------------|--|
| Post: | Learning Support Worker |
| Grade: | 6 (point15 – 20) |
| Hours per week: | 32.5 (8.45am until 3.45pm with 30 minutes unpaid lunch) |
| Term Time Only: | 39 weeks per academic year (term time plus INSET days) |
| Leave Entitlement: | 5.5 weeks rising to 6.5 weeks after 5 years (leave must not be taken during term time) |

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of the pupils, who have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individual or groups of pupils
- supervise the activities of individuals or groups of pupils
- take a proactive role in ensuring pupils' safety
- support the class teacher in managing challenging behaviour in line with the schools Behaviour Policy
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as a seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by class teacher
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required) help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- support the class teacher with parental/family communication (diaries, phone calls, parents' evening)
- setting up a going out file/useful forms folder/additional folders dependent on class
- support the class teacher with class trips (book lunches/collate money for trips/help organise the day)
- attend weekly department and class LSW meetings and Monday briefings
- be the LSW/MDSU team leader within the class, including effective communication and cascading information
- be the point of contact with the Senior LSW for the class team
- support the class teacher in completing the lunch register and, in their absence, the class register
- lead when the class teacher has to attend a meeting – e.g. EHCP etc
- (optional) lead when your teacher is absent from work. If you choose to lead, you may claim an additional payment for either half or a whole day

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Support Worker/Head of Department/Deputy Headteacher

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Learning Support Workers, Senior Learning Support Workers, Head of Department, Deputy Headteacher, Principal and other professional groups

SPECIAL CONDITIONS

This post is term time only. The postholder will be expected to take leave entitlement during designated school holidays.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust's equal opportunity objectives, and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION
LSW Grade 6 (pt 15 – 20)

| Criteria | Essential Qualities | Desirable Qualities |
|---|--|--|
| <p>Qualifications and experience</p> | <ul style="list-style-type: none"> - Experience of working with children - Experience of supporting teaching and learning (under supervision) <p>One of the following:</p> <ul style="list-style-type: none"> - Teaching assistant – Level 3 and above - Childcare – Level 3 and above - Learning Support – Level 3 and above - Teaching – Level 3 and above - Social Work (Where the qualification is regarded as directly relevant to the needs of the job) - Nursing (Where the qualification is regarded as directly relevant to the needs of the job) - Physio & Speech Therapy (Where the qualification is regarded as directly relevant to the needs of the job) - Health and Social Care (Where the qualification is regarded as directly relevant to the needs of the job) - Other relevant qualifications, at a similar level to the above, may be considered | <ul style="list-style-type: none"> - A willingness to work towards and pass (during the 6-month probation period) a qualification not held |
| <p>Skills and Knowledge</p> | <ul style="list-style-type: none"> - Ability to lead a team - Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual pupil needs - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Excellent verbal communication skills - Active listening skills - Ability to remain calm in stressful situations | <ul style="list-style-type: none"> - Experience of working with pupils with special educational needs (Including both Severe and Profound and Multiple Learning Difficulties) - Interested in continual professional development |

| | | |
|----------------------------------|---|---|
| | <ul style="list-style-type: none"> - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning - Understanding of roles and responsibilities within the classroom and whole school context | |
| <p>Personal Qualities</p> | <ul style="list-style-type: none"> - Enjoyment of working with children - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupil's wellbeing and equality | <ul style="list-style-type: none"> - Additional skills and interests which would be of benefit to the school - A good sense of humour |