

## **Job Description & Person Specification**

### **Learning Support Assistant**

**Salary:** Grade 4, Point 4

**Hours:** 33.75 hours per week, term time only (38 weeks)

**Contract:** Permanent

**Start date:** As soon as possible

#### **About the School**

The Grange Community Primary School is a large, popular and inclusive school with a strong reputation and high expectations for all pupils. We are well-resourced, forward-thinking and committed to ensuring every child reaches their full potential.

#### **Why work at The Grange?**

- A strong commitment to inclusive practice, where pupils with additional needs are supported to thrive
- A highly supportive SEND team, led by an experienced SENCo
- High-quality training and professional development, including support for complex and medical needs
- A calm, structured environment that promotes pupil independence and well-being
- A positive, collaborative staff culture where teamwork and respect are valued

#### **The Role**

We are seeking a committed and enthusiastic Learning Support Assistant to support pupils with additional needs under the direction of the class teacher and SENCo.

The role includes:

- Supporting pupils with a range of learning, communication, social, emotional, physical and sensory needs
- Acting as a key worker and implementing agreed support plans
- Supporting pupils in whole-class, group and individual learning situations
- Promoting positive behaviour in line with school policies
- Supporting pupils with personal care needs, which **may include intimate personal care** (training provided)
- Supporting pupils' safety, well-being and inclusion at all times
- Contributing positively to the wider life of the school

#### **The Successful Candidate Will:**

- Have high expectations of pupils and a commitment to inclusion
- Demonstrate good literacy, numeracy and communication skills
- Be flexible, reflective and willing to learn
- Work effectively as part of a supportive team
- Show warmth, resilience and enthusiasm for supporting children with SEND
- Previous experience is desirable but not essential. Full training and support will be provided.
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#### **Safer Recruitment**

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

<b>Postholder:</b>	_____
<b>Post Title:</b>	<u>Learning Support Assistant</u>
<b>School:</b>	The Grange Community Primary School

## Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

**“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”**

## 'The Grange Way'

'The Grange Way' is to be a set of only five 'child friendly' statements which are posted in classrooms, appear in the children's books and regularly feature in PSHE lessons and in assemblies.

**I smile and say hello**

**I listen to learn**

**I care for everyone and everything**

**I keep healthy and have a positive attitude**

**I work hard and challenge myself**

## Health and Safety

You have a responsibility under Health & Safety legislation to ensure that you;

- Take reasonable care for your own health & safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health & safety
- Use work items provided for you correctly, in accordance with training and instruction given
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health & safety concerns to your manager as soon as practicable
- Complete risk assessments where appropriate and share with the staff involved and have it signed off by the Headteacher

## Safeguarding

The Grange Community Primary School is committed to safeguarding children. All staff must be dedicated to ensuring the safety and well-being of children. The post-holder is responsible for ensuring that all child protection policies are adhered to, and concerns raised in accordance with these policies.

## **Job Overview**

This job description should be read in conjunction with the current Green Book Pay and Conditions.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and other Senior Managers, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

## **General Duties**

You will work under the direction and guidance of the SENCO to enable access to the curriculum and associated activities for students with additional needs.

You will be a key worker for pupils with additional needs take responsibility for implementing their support provision.

### **The person appointed will be expected to:**

Support the development in all aspects of the education and welfare of the children, working under the direction of the teaching staff. This will include:

- Working with a wide range of children who have varying cognitive abilities and who may have additional communication, social, emotional, physical or sensory needs
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Interact with and support pupil according to individual needs and skills.
- Carry out specific medical care, (after training), and ensuring safety at all times.
- Implement an agreed pattern of sensitive, effective care to provide the young people with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development.
- Supporting whole-class lessons and other learning activities
- Managing behaviour effectively, under the direction of the class teacher
- Support with all aspects of their individualised personal development needs, including intimate personal care, dressing, feeding, changing, mobility, etc., and carrying out specific additional care tasks.
- To supervise pupils for limited and specified periods including break times.
- Promote positive pupil behaviour in line with school policies and help keep pupil on tasks.
- Promoting the safety and well-being of all pupils and staff
- Safely supervising pupils both on and off the school site
- Preparing and organising school resources and keeping these in good order
- Facilitating the smooth running of the school day and taking an active part in the life of the school
- Contributing to and become fully involved in all aspects of school life

## **THE APPLICANT**

The professional qualities we are looking for are:

- A commitment to being effective in supporting the teaching of pupils with severe and multiple learning difficulties
  - An appreciation of the positive attitudes required to encourage independence in our pupils
  - A good standard of education, particularly in English, and highly effective communication skills
  - The capacity to perceive the need for consistency in the day to day management and welfare of our pupils
  - A willingness to think reflectively and analytically
  - High expectations and respect towards our pupils
- The personal qualities we are looking for are: Energy, enthusiasm, warmth and a sense of humour
- A commitment and positive attitude towards the education of pupils with disabilities
  - Common sense, flexibility and a willingness to learn
  - Someone who is highly motivated, fit, healthy and ready to work as a member of a lively, committed and hard-working team
  - A passion for excellence and the capability to enjoy the challenges associated with a motivated school committed to high professional standards in all aspects of its work

We believe that the relevant skills for this post can be taught, but the positive attitudes required cannot. Therefore, previous experience and additional specialist qualifications would be an advantage but are not essential as full training will be given.