**FURZE DOWN SCHOOL**

**A Specialist School for Communication and Interaction**

**EYFS| PRIMARY| SECONDARY | SIXTH FORM**

**Job Description**

The successful candidate will be required to complete an induction process and a satisfactory probationary period.

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| **Post Title:** | **Learning Support Assistant** |
| **Salary:** | Bucks Pay Range 1-2 (depending on experience) |
| **Hours :** | 37 hours per week; 39 weeks per year (part time applications will be considered) |
| **Reports to:** | Head of Centre |
| **Purpose:**  To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes; to enable access to learning for pupils and to assist the teacher by providing support as identified below. Work may be carried out within the classroom or outside the main teaching area. | |

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| **Main Responsibilities** | * To provide support for pupils, teachers, curriculum and the school * To carry out school policy as documented or as directed by the Headteacher * To present the school in a positive way in the community and adhere to the school’s Staff Code of Conduct * To be aware of the sensitive nature of information gathered during the course of duties and to maintain confidentiality at all times * To follow the school policy on Equal Opportunities * To be aware of, and have regard to, the Health and Safety policy of the school. To ensure that agreed procedures are followed in the event of an accident or incident * To undertake additional duties as required, commensurate with the level of the role |
| **Support For Pupils** | * Provide support for individuals and groups of pupils, ensuring their safety and access to learning activities * Establish positive and supportive relationships with pupils and interact with them according to individual needs * Promote the inclusion and acceptance of all pupils * Assist with the development and implementation of Individual Education or Behaviour Plans * To support pupils with intimate care needs; to use hoisting equipment, where necessary, attending to individual pupil’s personal hygiene requirements. Intimate care includes feeding; administering medicines; dressing and undressing; washing, including intimate parts; helping someone use the toilet; changing nappies; care associated with continence and menstrual management or carrying out a procedure that requires direct or indirect contact to an intimate personal area. * Encourage pupils to interact with others and engage in activities led by the teacher * Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher set challenging and demanding expectations and promote self-esteem and independence |
| **Support For Teachers** | * Use strategies, in liaison with the teacher, to enable pupils to achieve learning goals * Assist with the planning of learning activities (and when appropriate to the curriculum planning to enhance outdoor learning) * Monitor pupils’ responses to learning activities and accurately record achievement and progress as directed; providing detailed feedback to teachers on pupils’ achievement, progress or difficulties * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Create and maintain a purposeful, orderly and supportive environment, in accordance with planned programme of work and assist with the display of pupils’ work * Carry out observations to inform teaching and learning programmes * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams and undertake routine marking of pupils’ work * Provide clerical/admin support e.g. photocopying, typing, filing, money collection, administer coursework etc. * Provide ICT support |
| **Support For The Curriculum** | * Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses * Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher * Support the use of ICT in learning activities and develop pupils’ competence and independence in its use * Prepare, maintain and use resources required to support the learning activity and assist pupils in their use * Assist in the display and presentation of learning cues and pupils’ work inside and outside of the classroom environment as required |
| **Support For The School** | * Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Contribute to the overall work and vision of the school, modelling the school’s ethos and values at all times * Appreciate and support the role of other professionals * Attend and participate in meetings as required * Assist with the supervision of pupils: * During assemblies * At play and meal times * Assist on educational visits * Using cloakrooms, changing rooms and toilet areas * Be punctual and professional at all times * Maintain confidentiality |
| **Training** | * Employees are expected to participate in training and professional development in order to meet performance objectives. |

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| **Disclosure Level:** | Enhanced |
| **Safeguarding:** | Furze Down School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. |
| **Confidentiality and Data Protection** | The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work  The post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. Guidelines must be closely followed and information must not be disclosed or copied to others unless in pursuance of legitimate duties and in line with the policies of Furze Down School and the Health and Care Professions Council. |
| **Health and Safety:** | To ensure safe working practices, following school policies and procedures and implementing the regulations relating to Health and Safety |
| **Inclusion:** | Demonstrate a commitment to raising achievement for all by actively supporting the School’s Equality Objective |

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| **Other Specific Duties**: |
| * To play a full part in the life of the school community, to support its vision and ethos and to encourage staff and students to follow this example * To support the school in meeting its legal and statutory requirements * To work within and actively promote the school’s policies and values * To be involved in extended school services   Employees will be expected to comply with any reasonable request to undertake work that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  **This Job Description will be reviewed annually as part of the Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder.** |
| Date: 24/06/19 |