



Job Description for Full Time Temporary LSA

Job description:

Purpose of the post: To work under the direct instruction of teaching/senior staff and SENCO as directed. As directed by the Head teacher and SENCO to support access to learning for a pupil and prioritise the needs of SEN pupils when working in class.

Main Duties and Responsibilities

Support for the Pupil:

- Under supervision of class teachers and the SENCO to carry out programmes of work to support the pupils' learning.
- To work with small groups and an individual child within the school.
- Supervise and support pupils ensuring their safety and access to learning.
- To carry out as necessary physical tasks for the care of the pupil e.g. giving prescribed medication (under supervision and training), and to assist in development of self-help skills.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Behaviour Support:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, and first aid and welfare matters.
- To employ de-escalation strategies to support pupil.
- To promote positive behaviour.
- To promote positive language.

Support for the Teacher:

- As directed by the Head teacher and SENCO work with a specific child with SEN needs.
- Prepare workspace and clear afterwards and assist with the display of pupils work.
- Be aware of the pupil's problems/progress/achievements and report to the teacher and SENCO as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

- Gather/report information from/to parents/carers as directed.

Support for the Curriculum:

- Support pupil to understand and follow instructions.
- Support pupil in respect of local and national learning strategies e.g. literacy, numeracy, as directed by teacher/SENCO.
- Support pupil in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including playtime and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- In consultation with appropriate professionals to assist in meeting the particular needs of the pupil in the provision of e.g. physiotherapy, speech therapy, etc. as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the line manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time as instructed by Head teacher.

General requirements:

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to the Hackney Learning Trust's policy, organisation and arrangement for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification:

	Essential	Desirable
Qualifications:		
GCSE Maths and Literacy	✓	
Experience:		
Working with or caring for children of a relevant age	✓	
Knowledge:		
Basic understanding of child development	✓	
Appropriate knowledge of first aid		✓
Skills:		
Good numeracy / literacy skills	✓	
Use basic technology including computer, video and photocopier	✓	
Ability to relate to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	✓	
Display commitment to the protection and safeguarding of children and young people	✓	
Participate in development and training opportunities	✓	