

JOB DESCRIPTION

LEARNING AND PERSONAL CARE SUPPORT ASSISTANT x 2

Fixed Term to be reviewed annually

Band 4 SCP 6 (Pro Rata)

Purpose of the post

You will be a key member within the Associate Staff structure of the school to provide teaching and learning support to a specific student with a physical disability. This is a temporary post to provide specific support to a named student whilst they attend Boldon School. You will be assisting with intimate personal care, including providing assistance and support with toileting, feeding and mobility support for a student with a physical disability or medical needs.

Under the guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

Duties:

Core Duties:

1. You will primarily provide support for students with physical disabilities. You will:

- Support with intimate personal care roles, including supporting with toileting, feeding and mobility support. Safeguarding the needs of the students ensuring their safety, well-being, and right to privacy while receiving necessary support.
- Support by using relevant equipment and resources in and outside the classroom, to support a student
- Support a student in lessons including practical lessons such as PE, Science and Technology
- Support a student with classroom tasks such as writing, eating, using scissors
- Provide manual handling assistance in school (including in classrooms) this includes supporting a student transfer and supporting with mobility
- Provide 1:1 support to transfer student into their walkers or wheelchairs
- Work collaboratively with teaching staff to ensure resources are appropriately modified and differentiated to meet the needs of the student they are supporting

2. You will provide support for the Whole School. You will:

- Supervise and provide individual, in class or small group support for students, including those with Special Educational Needs and or Disabilities (SEND), ensuring their safety and access to learning activities
- Assist with the development and implementation of Student Passports

- Establish constructive relationships with students and interact with them according to individual needs along with intimate personal care such as toileting and feeding.
- Promote the inclusion and acceptance of all the students
- Encourage the student to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to the student in relation to progress and achievement under guidance of the teacher.

3. You will provide support for the teacher. You will:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support the student to achieve learning goals
- Assist with the planning of learning activities and lesson plans.
- You may be asked to cover a lesson in the absence of a teacher
- Monitor the students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on the students' achievement, progress, problems etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams
- Provide admin. support e.g. photocopying, filing, administer coursework etc.

4. You will provide support for the school curriculum. You will:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, KS4 and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop the students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist the student in their use.

5. You will provide support for the school. You will:

- 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 students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of the student out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and the student on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- As part of a rota be available to administer basic first aid as necessary (training will be given where necessary)

- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time. All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

Note:

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

PERSON SPECIFICATION**LEARNING AND PERSONAL CARE SUPPORT ASSISTANT****Fixed Term to be reviewed annually**

We shall be looking for applicants who can fulfil the following criteria:

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • RQF 3 in education/ childcare or equivalent (e.g., NNEB) or experience in relevant discipline or an undergraduate degree • GCSE English and Maths or equivalent (grade 4 or above) 	<ul style="list-style-type: none"> • Evidence of further training / professional development • Specific Training in Specialist Area • Nursery Nurse • First-Aid qualification • Up to date Manual Handling qualification 	Application letter Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in a school environment with children with physical disabilities • Experience of using relevant equipment and resources to support students with physical disabilities • Experience of supporting young people with their intimate personal care needs which includes supporting with toileting, feeding and mobility support • Experience of supporting students with physical disabilities in lessons including practical lessons such as PE, Science and Technology • Experience of providing 1:1 support within the classroom/learning environment, to transfer students into their walkers or wheelchairs to support their mobility • Experience of supporting young people who use wheelchairs • Experience of manual handling of students with physical disabilities • Experience of monitoring the posture of students with physical disabilities 	<ul style="list-style-type: none"> • Experience or working as a teaching assistant • Experience of working with children with Special Needs • Experience of supporting students with Education, Health and Care Plans • Experience of supporting students with Health Care Plans • Experience of collaborating with external agencies including OT and Physio • Experience of scribing for students • Effective use of ICT packages to support learning • Use of other technology equipment – PC, video, photocopier etc. 	Application Form Interview
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national / foundation stage 		Application Form Interview

	<p>curriculum and other basic learning programmes / strategies</p> <ul style="list-style-type: none"> • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Good literacy, communication and numeracy skills • Training in the relevant learning strategies e.g. literacy 		
Disposition	<ul style="list-style-type: none"> • Flexible approach to work • Committed to the principals of equality and diversity • Outstanding punctuality record 		Application Form Interview
Safeguarding	<ul style="list-style-type: none"> • The post holder will require an enhanced DBS 		DBS Check