Many Minds One Heart
Northfield School & Sports College

Job Description

Job Title:	**Learning Support Assistant (Level 2) ARP**
Responsible To:	**Deputy Headteacher through ARP Lead and SENDCO**

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Grade:	F (point 7 -8)
Working Time:	32.5 hours per week term time only (plus PD days as required)
Holidays:	School holidays

KEY PURPOSE OF THE JOB

To work under the instruction/guidance of teaching/senior staff, to undertake work/care/support programmes, to enable access to learning for pupils accessing support via the Additionally Resourced Provision (ARP) and to assist the teacher in the management of pupils and the classroom. To enable pupils to access learning, develop independence, regulate emotions and achieve positive educational outcomes through targeted support and appropriate adjustments. This may include the use of effective ICT skills to adapt and modify curriculum materials.

SUPPORT FOR PUPILS

- To assist in the provision of activities to promote the fullest personal development of pupils and their social inclusion; this may involve work outside the school base and in the local community
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by class teachers
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- 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
- To maintain positive behaviour, emotional regulation and safe learning environments for pupils with additional needs, implementing agreed support plans and strategies

SUPPORT FOR THE TEACHER / CURRICULUM

- To assist teaching staff in the general care, welfare and educational support of pupils supported via the Additional Resource Provision
- To support programmes and interventions designed to meet the needs of pupils with sensory needs and communication and interaction difficulties
- Staff may be required to undertake specialist SEND training including braille tuition, British Sign Language (BSL) tuition, autism awareness, communication approaches, sensory regulation strategies, social communication interventions and de-escalation techniques
- To monitor and observe pupils' engagement, communication, sensory regulation and progress, providing appropriate feedback to teaching staff and SEND leaders
- To maintain accurate records of departmental resources and their location; to carry out routine stocktaking, maintain stock records and order materials or supplies under the direction of the teacher for the visually impaired pupils
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To assist with the preparation and mounting of displays of work and to carry out clerical duties such as filing, duplicating, etc. as required

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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils.
- Demonstrating consistently high standards of personal and professional conduct.

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.