

The Westgate School

Job Description:

Learning Support Assistant Level 3

Responsible to:

Assistant SENDCo

Purpose:

Provide care and support to students who require additional support in order to enable them to access learning and to assist the teachers in supporting students. This support may take place in the classroom or outside of the main teaching area.

Key Responsibilities:

Responsible for ensuring that the students who they work with are better able to access learning across the school. These duties may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the role.

1. Work under the guidance and instruction of the SENDCo or senior staff within the Learning Support team to undertake work, care and support with students.

Student Support:

1. Provide particular support for students, including those with special educational needs, ensuring they are better able to access their learning.
2. Supervise students, including those with special educational needs, ensuring their safety.
3. Assist with the development and implementation of individual plans for students in respect of their learning and / or behaviour.
4. Attend to students' personal needs including assisting or changing students who have medical conditions that necessitate assistance with toileting.
5. Provide advice to students to assist in their social, health, physical and hygiene development.
6. Support students who may require assistance in eating or drinking.
7. Establish professional relationships with students, acting as a role model, and being aware of and responding appropriately to their individual needs.
8. Promote the inclusion and acceptance of all students.
9. Encourage students to interact with their peers and to engage in activities led by the teacher.
10. Set challenging expectations and promote the independence and self-esteem of the students.
11. Provide feedback to students and their families in relation to their progress and achievement under the guidance of the SENDCo.
12. Take responsibility for working with identified EHCP students and their families to provide key worker buddy support.
13. Take responsibility for the planning, delivery and monitoring of identified students during interventions.
14. Keep up-to-date with information about students' needs by regularly reviewing available information.

Teacher Support:

1. Assist the class teacher in creating and maintaining a purposeful, orderly and supportive environment during lessons.
2. Use strategies, in liaison with the teacher, to support students in achieving their learning goals.
3. Monitor the students' responses to different learning activities and, where appropriate, inform the SENDCo / class teacher of any concerns.
4. Provide regular feedback to teachers regarding the achievement, progress and any issues relating to the students and their ability to access learning.

5. Where appropriate, assist other students within the class if the supported student is able to work autonomously for any period of time.
6. Promote good student behaviour, dealing promptly with any conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
7. Ensure that specialist equipment and resources are effectively deployed and maintained to support student learning.

School Support:

1. Contribute to the overall ethos, work and aims of the school.
2. Appreciate and support the role of the SENDCo and other professionals.
3. Attend relevant meetings as required.
4. Be aware of and support difference and ensure that all students have equal access to opportunities to learn and develop.
5. Participate in training and other learning activities including performance development as required.
6. Assist with the supervision of students outside of lesson times.
7. Accompany teaching staff and students on visits, trips and out of school activities as required whilst under the supervision of a teacher.
8. Support and supervise students who have special consideration for examinations.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2019) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

