

LINDEN LODGE SCHOOL

JOB DESCRIPTION

STATUS

Job Title: Early Years Learning Support Assistant
Accountable to: Class Teacher/Assistant Headteacher – Early Years
Grade: Scale 1C Point 2 (Term Time Only)

CONTEXT

Responsible, under the direction and instruction of the teacher or line manager, to support the teaching and learning of individual pupils and or with small groups as directed. To supervise physical, personal and general care of pupils of whom have severe and or complex physical and health needs.

ROLE

- Support pupils personal, social, emotional, physical well being
- Supervise and support pupils ensuring their safety and access to learning at all times
- Ability to encourage and build / maintain good relationships with pupils, acting as a role model being aware of and responding appropriately to individual needs
- Attend to the pupils' personal care needs, and implement related toileting programmes. This is likely to include acceptance of changing (or supporting changing needs) of sanitary wear / pads and to keep accurate daily records relating to this area
- Attend to pupils personal care needs around food and fluid intake throughout the day & following related programmes. This is likely to include acceptance of physically feeding / providing hydration (or supporting the pupil to be independently successful in this area.) It may also be likely to include providing nutrition and fluids via gastronomy (tube directly into the stomach)-To keep accurate daily records relating to this area
- Keep daily records of pupils' Behaviour Plans – ensuring that the records are accurate and kept up to date
- Attend to the pupils' Personal Care Programmes - This is likely to include acceptance of giving prescribed / emergency medication and in some instances medical procedures (appropriate training will be provided)
- Attend to the pupils' Personal Care Programmes related to manual Handling -This will include i.e. the moving and handling of pupils using slings and hoisting facilities
- Encourage pupils to act independently, as appropriate on an individual basis
- Processing and recording progress information in an accurate and timely manner onto the 'Earwig' recording system.
- Engaging and liaising with families as required

SUPPORTING PUPILS ACCESS LEARNING AND THE CURRICULUM

- Support pupils who are multi disabled visually impaired / who have profound and multiple needs and who maybe deaf / blind in undertaking all curriculum activities as planned and directed by the teacher
- Support teachers / therapists / pupils to implement therapy programmes in a holistic way throughout the school day
- Support pupils to understand instructions in appropriate ways. This could include simplifying language / using Makaton signing / BSL signing / using picture symbols / using objects of reference/ Braille/ Moon
- Assist pupils in using specialist ICT and assisted technology for learning and communication purposes
- Support pupils in PE and swimming / hydrotherapy pools to deliver programmes. (Adults do not need to be able to physically swim themselves however must be willing to enter the water to support the pupil
- Value on going routines e.g. lunch-times and personal care e.g. toileting as part of the pupils curriculum
- Undertake pupil record keeping as requested — writing / videoing / photographing
- Gather and report information from and to parents or carers as and when directed

GENERAL

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct
- Undertake any other duties as instructed by the Headteacher commensurate with the post and grade.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of Assistant Headteacher – Early Years
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Teaching and Learning in support role</i>	To undertake a planned programme of teaching and support as agreed with the class teacher/Assistant Headteacher.

<i>Service and Self Review</i>	<p>Participate in the Service's Self Review of performance</p> <p>Review methods of effective teaching and learning</p>
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Take instruction and Support Class teacher in the class
REVIEW	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.