

# BLANCHE NEVILE SCHOOL

## Learning Support Assistant Job Description

Salary: Scale 4

Hours: 8.30am – 3.30pm

*Duties are in accordance with the requirement of Blanche Nevile School's aims and objectives and the agreed policies established by the staff and the Governing Body.*

### **Relationships**

- To be responsible to the Head Teacher / Acting Assistant Headteacher (Secondary) for your duties and responsibilities.
- To work within a department team and Senior Communication Support Worker

### **Purpose of post**

- To support individual pupils with special educational needs in addition to deafness, including medical needs
- To support groups of deaf students, providing a positive role model and language model.

### **Duties / responsibilities**

1. To be responsible in the school setting for an individual pupil's general care, health, safety and welfare under the general direction of the Teacher of the Deaf.
2. To be aware of basic medical background and disabilities / needs of individual pupils.
3. To implement, as appropriate, programmes as determined by Therapists/Educational Psychologists/Teachers of the Deaf.
4. To assist an individual pupil to put on or use equipment / aids properly and to check that such equipment is functioning correctly.
5. To ensure an individual pupil's access to classroom activities.
6. To assist students with learning activities under the direction of the class teacher.
7. To prepare materials for lessons and / or display work in class time and under the direction of the class teacher.
8. To make observations of the students' play, work and behaviour and discuss any significant matters with the teacher.
9. To assist, as appropriate, an individual pupil in a range of activities outside the classroom, e.g. pastoral support, school trips.
10. To work with a group of students under the guidance and authority of the class teacher.
11. To provide a positive deaf role model (if applicable).
12. To continue to develop BSL skills in after school hours BSL classes provided by the school.
13. To provide a good BSL language model for deaf students.
14. To perform daily playground / lunch duties in respect of an individual pupil, as designated by the Head Teacher / Deputy Head Teacher.

*\* Please note: an entitlement to free school meals is no longer available for this post.*

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## Learning Support Assistant Personal Specification

### Experience and qualifications

- Can relate well to students and adults
- Has experience of working with students
- Has basic English and Maths qualifications (Maths GCSE – C and English EL3)
- BSL skills desirable (or a willingness to train)

### Knowledge and Skills

- Has experience of carrying out educational programmes with individuals or small groups of pupils in the classroom under the direction of the class teacher
- Demonstrates a knowledge and understanding of how students develop across the Secondary school age range
- Understands and responds appropriately in helping to develop the personal, social and independence needs of students with special educational needs

### Attitude and Commitment

- Shows flexibility to work with students from Nursery to Key Stage 3 & 4
- Shows a commitment to Equal Opportunities with particular reference to deaf students and students with additional needs
- Demonstrates a willingness to work as part of a team
- Ability to self-direct in a variety of contexts
- Demonstrates a hardworking and enthusiastic attitude
- Shows an interest and willingness to undertake training