



**JOB DESCRIPTION & PERSON SPECIFICATION  
LEARNING ASSISTANT LEVEL 2**

<b>Post:</b>	<b>Learning Assistant (Teaching Assistant Level 2 equivalent) – Fixed Term. Lansbury Bridge School.</b>
<b>Salary:</b>	<b>SCP point 3 plus Special Needs Allowance, pro rata for term-time only (plus 5 INSET days)</b>
<b>Hours:</b>	<b>32.5 hours per week, 39 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher, Leadership Team and Class Teacher</b>
<b>Post Objective:</b>	<b>All Learning Assistants at Lansbury Bridge School will become effective members of a multi-disciplinary team working together to achieve the aims of the school.</b>

Lansbury Bridge School aims to become a **Centre of Excellence** characterised by:

- Excellence of provision for those pupils who receive their education on the site of the school – a safe, secure and caring environment where expectations and achievements are high, and children and young people realise their full potential in all areas of their development: academic, physical, emotional, spiritual, moral, social and independence.
- An environment where pioneering approaches to teaching, learning and support for children with complex learning difficulties are developed and evaluated.
- The provision of training, advice, guidance and support, based on proven and effective methods, to colleagues in mainstream schools to support them in building their capacity to meet the needs of children with an increasingly broad range of additional needs.
- The use of PE, sport and physical activity to improve the health, behaviour, confidence and learning of the whole school community.

# Teaching Assistant, Lansbury Bridge School: Job Description

## **Principal Responsibilities:**

- Supporting learning and teaching
- Developing pupils' independence skills
- Supporting the personal care and mobility needs of the pupils
- Working collaboratively with colleagues from the multi-disciplinary team
- Providing support to colleagues in mainstream schools.

## **Main Duties:**

### **Supporting learning and teaching**

Duties will include:

- assisting with the learning and teaching processes as directed by the class teacher.
- organising resources for classroom activities as directed by the teacher.
- the supervision, control and direction of individuals and small groups of children (lesson plans and Schemes of Work provided by teacher), as directed by the Headteacher.
- the organisation, washing and cleaning of tables, equipment, play areas, aprons etc. before and after activities.
- preparation and maintenance of materials and equipment for classroom activities.
- assisting with the monitoring and control of material and equipment stocks.
- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- liaison with parents, teachers and other agencies as directed by the Headteacher.
- supporting the teacher with the planning, recording, reporting, monitoring and assessment systems which assist the individual pupil's developmental process.
- the invigilation of examinations.
- collecting of dinner monies and marking attendance registers where required.
- providing clerical support to the class teacher.
- assisting with classroom display.
- attending assemblies.

**Many pupils at Lansbury Bridge School may from time to time present physically challenging behaviour. Teaching Assistants must be prepared to assist in managing physically challenging behaviour.**

**School will provide training in physical intervention (Team Teach)**

### **Developing children's independence skills**

Under the direction of the Headteacher:

- Assist in the delivery of programmes designed to promote the personal care and independence of individual, small groups and whole classes of pupils.
- Assist in the assessment, recording and reporting in relation to personal care and independence programmes.

- Participate in the school's arrangements for managing individual pupil behaviour and social skill development including working collaboratively with other staff to implement individual Behaviour Management Plans.

### **Supporting the personal care and mobility needs of the children**

Duties will include:

- assisting with the general support of pupils including feeding, washing, dressing and toileting including those children with special difficulties.
- contributing to the maintenance of a safe environment for children.
- accompanying pupils home or to hospital if necessary.
- attending to the physical and emotional welfare of the children.

### **Working collaboratively with colleagues from the multi-disciplinary team**

Under the direction of the teacher or School Nurse, administer emergency and routine medication and procedures as laid out in pupils' individual care plans following training by appropriate staff.

Participate in training related to the administration of emergency and routine medication and procedures.

Carry out therapy and medical programmes that have been designed by, and will be monitored by, therapy and medical staff.

### **Providing support to colleagues in mainstream schools.**

In partnership with the Senior Leadership Team, contribute to the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other primary, secondary and special schools.

## **GENERAL**

Participate in school arrangements for the appraisal of Teaching Assistants.

**All** staff at Lansbury Bridge School are expected to take responsibility for the following:

- To be aware of school policies and play a full role in their implementation.
- Safeguarding and promoting the welfare of children
- To comply with the Council's / School's Health and Safety Policy and associated safe working procedures and guidelines.
- Work collaboratively with all colleagues including Support, Therapy and Nursing staff.
- Expect and encourage high standards of behaviour.
- Supervision of pupils at arrival, departure, lunchtime and breaks.
- To comply with the Council's Data Protection Policy / legal requirements.
- To comply with the Council's / Schools Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

All staff are expected to actively participate in as directed by the Headteacher:

- Staff Meetings.
- Multi-Disciplinary Meetings.
- Annual Review Process.
- Parents Evenings.
- Progress review meetings.
- Educational planning meetings.

**Please note: Many meetings take place outside the normal school day.**

All Learning Assistants must be prepared to work with individuals, groups and classes of pupils across the whole age and ability range of the school, and across the full range of needs represented in the school.

The roles and responsibilities included in this job description apply both to activities taking place on the school premises and also during school activities off the premises.

All staff are expected at all times to act in a manner as to justify public trust and confidence, serve the interests of Lansbury Bridge School, and uphold and enhance its good standing and reputation.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher and Governors will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

The post is subject to Enhanced DBS