

Job title: Learning Support Assistant

Location: Brookthorpe Hall School

Hours: 40 hours per week

Contract: Permanent Term Time only

Responsible to: Deputy Headteacher Inclusion and Assistant SENCo

Job Purpose

To provide a high-quality education support service to all pupils and in accordance with company policies, procedures and practices and the standards set by the Independent Schools Inspectorate.

Key Tasks and Responsibilities

Supporting the pupil

- Assist with the development and delivery of individual EHCPs/PBSPs
- Provide relevant and appropriate support to all pupils as directed by the teacher, on an individual or group basis, in order to enable them to access the curriculum as independently as possible
- Promote, in line with Company policies, the physical, educational and moral development of all pupils
- Work with and manage challenging behaviour, enabling pupils to develop from needing support to developing self-control
- Maintain regular communication both informally and in meeting times, ensuring that the individual needs of pupils are being met effectively
- Supporting the pastoral team through the morning and afternoon routing of pupils. This includes supporting children in preparation for learning as required

Teaching and Learning

- Support the class teacher in order to ensure the delivery of high-quality education for all pupils
- Support the class teacher to ensure that all relevant education policies and procedures are implemented in full
- Prepare materials requested for classroom teaching as directed by the teacher, including photocopying
- Support the class teacher in organising the classroom, its resources and displays to provide a stimulating learning environment appropriate for autistic pupils
- Support the teacher to write, implement and evaluate documentation relating to pupils, including PBSPs, weekly communications and Evidence for Learning
- Promoting a positive environment within the school
- Promoting the ethos and aims of the school
- Work collaboratively with the class teacher to adequately plan for the safety of pupils, in line with risk assessments, while both on and off site
- Produce appropriate and effective resources at the request of, and following a brief provided by the teacher
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education and care of pupils

Working with staff, parents/carers and relevant professionals

- Contribute as a member of the school's multi-disciplinary team, ensuring good working relationships with colleagues
- Communicate effectively with other staff members, pupils and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand the role of a LSA and work collaboratively with classroom teachers and other colleagues, including the clinical team
- Develop effective professional relationships with colleagues
- Attending and participating in regular meetings

Professional Development

- Keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
- Keep up to date with education practice and autism related information
- Take opportunities to build the appropriate skills, qualifications, and/or experience for the role, with support from the school
- Take part in school's performance management procedures

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding and wellbeing of all pupils in the school
- Make, and keep records in accordance with Company policies and procedures and standards set by the Independent Schools Inspectorate

General

The post holder will support the school, their colleagues and young people by:

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate, Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and incidents relating to staff and pupils that have arisen in the day promptly to line managers or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Behaviour policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Independent Schools Inspectorate
- Work to promote the school as a valued and respected community asset and conduct themselves at all times in a manner that reflects this image
- Ensure that all actions are in the interests of pupils and the Company
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- Carry out any other reasonable and relevant duties as required