



**Crookhey Hall
School**

Job Description & Person Specification

Support Worker (1-1)

Line Manager: SLT member

Job Purpose

Under the reasonable direction of the Senior Leadership Team, carry out the duties of a Support Worker as set out in the current school policies. Uphold the professional code of conduct. Support an individual pupil in accordance with the ethos, organisation and policies of the school as a fully committed member of the learning support team and as detailed in the specific duties and core standards below.

Main Tasks

1. To work with an individual and on occasion small groups of children on educational activities.
2. To assist teachers in developing and implementing individual educational programmes.
3. To support and transport an individual and on occasion small groups of children on vocational college courses offsite.
4. To prepare materials and equipment.
5. To transport children home and on educational visits etc.

Job Activities

1. To work with an individual and on occasion small groups of children in conjunction with the subject teacher.
2. To record relevant educational, social and behavioural information within an agreed framework.
3. To transport and support an individual pupil and on occasion small groups on vocational college courses.
4. To implement agreed individual educational/behavioural programmes.
5. To promote the social and emotional development of an individual child or children through positive approaches that encourage appropriate relationships and the development of self-esteem.
6. To accompany an individual pupil during class external educational visits.
7. To assist subject teacher in individual behavioural management, within the agreed school framework.
8. To assist in classroom organisation and display work.
9. To contribute to pupils' annual review reports and progress files.
10. To attend staff meetings and contribute constructively on specific issues to encourage the development of agreed whole school policies and procedures.
11. To attend morning briefings.

12. To participate in In-Service Training including Team Teach and Staff.
13. Development Programmes.
14. To eat with the children at lunch time, encouraging appropriate behaviour, social skills and positive interactions.
15. To supervise pupils at all times.

Accountability

The learning support assistant will be immediately responsible to the Senior LSA and SLT.

As a member of staff at Crookhey Hall School you will:

- a) fulfil all aspects of the main tasks identified on your job description
- b) fulfil all aspects of the job activities identified on your job description
- c) fulfil the following generic aspects:-
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Working Time

- 1 The LSA will be required to work 195 days in any one academic year, of which 190 days shall be with pupils.
- 2 Working hours are 8.30am – 4.00pm.

Salary & Conditions

In accordance with Crookhey Hall School Pay Scales and Conditions of Service.

Essential

- GCSEs in Maths and English, grade C or above
- Basic computer literacy skills
- Able to work on a lone basis with an individual child on a 1:1 basis, to build a relationship and rapport with the child in a learning and educational environment
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Driving Licence
- Negotiation Skills
- High expectations of others
- Resilience
- Ability to work on own initiative

- Willing to undertake training
- Ability to prioritise tasks

Desirable

- Previous experience of working with young people, preferably in an educational setting
- Qualification related to Child or Social Care
- Experience of working with Autistic children