Kestrel House
School

# JOB DESCRIPTION

**Job Title:**        PMLD Learning Support Assistant

**Terms and
Conditions:**        195 days per year – term time to include INSET days.
Holidays may only be taken during school holidays.

The Group is committed to the safeguarding and welfare of children and young people and expects its employees to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Criminal Records Bureau.

**Hours:**

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|---|---|
| Monday | 8:15am – 4:15 pm |
| Tuesday | 8.15am – 4.15pm |
| Wednesday | 8.15am – 4.00pm |
| Thursday | 8:15am – 3:45 pm |
| Friday | 8:15am – 3:30 pm |

You may occasionally be asked to work reasonable additional time to fulfil the requirements of the role.  No additional payment will be made but you may be offered time off in lieu if this is agreed.

**Location:**        Kestrel House School, 104 Crouch Hill, London N8 9EA.

**Reports to:**        Class Teacher – ultimately responsible to Head teacher

Kestrel House School is part of the Acorn Group of Schools.  It is an independent day school providing specialist education for children aged 4 to 16 years who hold Statements of Special Education Needs for Autism Spectrum Disorders (ASD's) and associated social and communication difficulties.

**Job Purpose:**

- To support the education and development of children in the school as directed by teachers and the SLT.

**Main Responsibilities:**

- To support the teacher as directed.
- To carry out all duties as directed by teachers to maximise learning opportunities for all children and young people.
- To assist with target setting, record keeping and assessment in classes.
- To participate in, and complete reports for, Statutory Reviews and meetings concerning the children and young people.
- To assist with the planning and preparation of materials and learning resources.
- To work in partnership with MDT and the teachers to adopt approaches recommended by MDT clinicians.

- To record observations if requested by teachers.
- To be a role model at all times to the children and young people.
- To supervise children and young people outside classroom activities, e.g. meal times and recreation times, as requested.
- To contribute to Risk Assessments for activities and Educational visits.
- To undertake relevant training programmes as and when required by the School.
- To undertake all training required by the School.
- To collaborate with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the children, young people and yourself.
- Maintain confidentiality for all areas of Kestrel House School, its staff and its work. The nature of the work within the School entrusts people with confidential information about people with autism, their families/carers and staff.

**Further responsibilities:**

- To attend and participate in performance appraisal and staff meetings and any other meetings as required.
- To follow the policies, procedures and guidelines of Kestrel House School.
- Any other duties which may be required from time to time.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected.

It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.

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