



**JOB DESCRIPTION FOR POST OF SPECIAL NEEDS ASSISTANT**

- Post Title:** Learning Support Assistant (Education and Medical)
- Grade:** Salary Scale Grade Grade E £25,528 - £30,189 (Actual salary £18,955 - £22,416. 5 days a week, 31.25 hrs per week, term time only)
- Directorate:** The Good Shepherd Trust
- Service:** Puttenham Church of England Infant School
- Responsible to:** Headteacher/Class Teacher/SENco
- Date:** 10<sup>th</sup> December 2024

**Main purpose of the job**

- Your primary role is to support a pupil with their medical needs to ensure they can access learning.
- To follow a medical plan daily.
- To support teaching and learning primarily for one pupil in accessing the curriculum and making progress towards their individualised learning plan.
- To maintain records and liaise with the teacher and parents.
- To support the pupil's medical needs across break and lunchtimes.
- To work collaboratively to support children's love of learning and to be the very best they can be in line with the school's vision and values.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Assisting with Medical Needs:**

- To work under the guidance of medical consultants/ teachers /parents and senior staff to implement agreed medical plans.
- To assist the teacher with adaptations to plans and the management and preparation of resources if catch up learning is required.

- To provide support to the individual pupil across the school in an appropriate learning environment including break and lunchtimes.
- To assist with the integration of pupils with medical needs on an individual basis within the classroom or on a withdrawal basis.
- To be an integral part of the school, working in close partnership with all staff
- To administer medication following the pupils medical plan including administering medication and glucose checks.
- To carry out any training connected to the role.

### **Teaching and Learning**

- To monitor pupils' levels to ensure they are safe to access the learning.
- To implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / medical needs.
- To implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To help pupils to access learning activities through specialist support.

### **Monitoring and Assessment**

- To work collaboratively with the teacher and the SENCO and assist with development and assessment of individual goals in the pupil's Individual Educational Plan.
- To provide feedback to pupils in relation to progress and achievement
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested.
- To undertake marking of pupils' work and accurately record achievement / progress.
- To liaise sensitively and effectively with parents/carers and other professionals as agreed with the teacher and the medical professionals within your responsibility and participate in feedback sessions or meetings with parents with, as directed.

### **General**

- To act professionally and accordingly to the school policies and the school values.
- To build positive relationships with children in the school
- To be an integral part of the school, working in close partnership with all staff
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To ensure the safety, health and well-being of pupils.
- To attend INSET sessions as required, pro-rata hourly contract.

