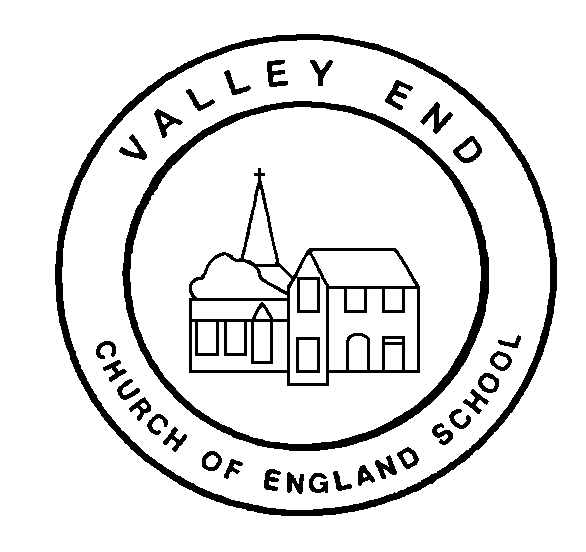
** Valley End C of E Infant School**

**Job Description**

**Post Held:** Learning Support Assistant

**Responsible to:** Class Teacher, SENDCo and Head Teacher

**Liaises with:** Class teacher and SENDCo

**Main purpose of job:** To assist in the physical support and inclusion of a pupil with special educational needs within the school.

To enhance pupils’ playtime and lunchtime experience in order to help and teach children to eat healthily and politely within a well-ordered, calm, but sociable atmosphere. Supervise and teach pupils a range of physical and play-based skills as well as health and safety, personal, social and emotional skills.

**Duties and Responsibilities:**

***Supporting the pupil***

1. To develop a knowledge of a range of physical and learning support needs relevant to the pupil(s).
2. To understand and support specific SEND needs.
3. To develop an understanding of the specific needs of the pupil(s) to be supported.
4. To help the pupil(s) to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
5. To help the pupil(s) to access school and learning activities as effectively as possible both in group situations and individually, inside and outside of the classroom.
6. To carry out any medical procedures that are specific to individual pupils.
7. To establish a supportive relationship with the pupil(s) concerned.
8. To manage the pupil(s) as advised by the SENDCo and class teacher.
9. To use methods of promoting / reinforcing the pupils’ self-esteem.
10. To ensure the safety of the pupil(s) whilst they are in your care.
11. To carry out any specific duties as outlined in the pupils’ Educational Health Care Plan.
12. To follow advice from specialist teachers as directed by the class teacher and/or the SENDCo.
13. Provide intimate and personal care to pupils as appropriate, to include the following:

* Dressing and undressing (underwear)
* Helping someone use the toilet
* Changing continence pads (faeces)
* Changing continence pads (urine)
* Washing intimate parts of the body
* Skin care/applying external medication
* Feeding
* Administering oral medication
* Hair care
* Dressing and undressing (clothing)
* Washing non-intimate body parts
* Prompting to go to the toilet

1. Use a range of strategies to model, encourage and teach pupils to eat healthily and politely, to independently and safely use and then clear away lunchtime equipment and utensils.
2. Use a range of strategies, in line with the school’s Behaviour Policy, to ensure that pupils behave positively and appropriately during the playtime and lunchtime period.
3. Ensure that pupils understand how to keep themselves safe whilst using the outside environment.
4. Follow the school’s Health and Safety Policy and any relevant risk assessments.
5. Encourage, promote and teach positive play and sociable activity amongst pupils.
6. Teach and model active playground games and activities.
7. Teach high levels of personal, social and health education during the lunchtime period.
8. Carry out any appropriate medical and/or First Aid treatment for pupils, reporting more serious incidents to the School Office.

***Supporting the SENDCo and Class Teacher***

1. To assist the SENDCo and class teacher to develop a suitable programme of support.
2. To maintain the school’s system of recording and monitoring the pupils’ progress.
3. To provide feedback about pupils’ progress and on-going needs to the SENDCo and class teacher.
4. To participate in the evaluation of any support programme, with the SENDCo and class teacher.
5. To report any problems about arrangements or any incidents to the SENDCo, or the class teacher.

***Supporting the school.***

1. To contribute to Annual Review via the SENDCo and outside agency meetings, as appropriate.

*2.* To participate in any relevant professional development.

*3****.*** To be aware of / follow school policies and procedures.

4. To maintain confidentiality regarding pupils’ needs, home circumstances and all school business. (Home-school / pupil- teacher/ school work matters).

5. To complete any other tasks as directed by the SENDCo, class teacher or head teacher including if the child is absent or not needing support, supporting other children across the school.

**Valley End Infant School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.**

**A satisfactory enhanced DBS disclosure is required for this role.**