**Learning Support Assistant**

Pay grade: B1

Pay scale level: 4-6

Hours: 32.5 per week - term time only + 5 training days

Hours of work: Main Site- Mon & Tues 8.45am- 3.45pm, Wed 8.45am- 4.15pm, Thurs 8.45am- 3.45pm, Fri 8.45am- 3.15pm.

Partnership inclusion sites will differ slightly

Responsible to: Class Teacher/ Senior LSA Co-Ordinator

Welcome to our school,

Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 3 sites: our main site and 2 partnership sites at Windmill Primary and Rodillian Secondary. The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 228 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

We are looking for Learning Support Assistants who have the commitment, passion and resilience to make a difference to young peoples’ lives.  Exciting opportunities are available for anyone who is looking for a new challenge in a child focused, supportive environment where relationships are key.

Previous experience of working in a school is not essential but we are seeking candidates with transferrable skills who want to invest in our pupils and deliver high quality learning opportunities.

In return you will be provided with comprehensive Continuous Professional Development and will be supported by a professional, knowledgeable and friendly staff team who will ensure you are fully equipped to meet the needs of our diverse learners.

The successful candidate will have the following qualities:

* Ability to relate well to children and young people
* Excellent team player
* Resilience
* Ability to use initiative
* Problem solving skills
* Excellent communication skills
* Positive attitude
* Good Maths and English skills
* Basic IT skills including use of e-mails
* Willingness to learn, reflect and share effective practice with others

 In return we can offer:

* Working with the most inspirational pupils who are respectful, creative and resilient
* The support of a professional, knowledgeable and inclusive staff team
* A comprehensive CPD programme with potential for career development
* An opportunity to be an integral part of a young person’s journey and a real sense of achievement
* A workplace that listens to all staff and values their skillset and contribution

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and to arrange a school visit, please contact Broomfield South SILC by email [broomfield@broomfieldschool.org.uk](mailto:broomfield@broomfieldschool.org.uk) visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning Lucy Aleksic on 0113 277 1603

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

**Role:**

To work under the direct instruction of teaching/senior staff and SLT, usually in the classroom with the teacher, to enable access to learning for pupils and the delivery of quality teaching for pupils with special educational needs.

To work with pupils who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, physical disabilities and those who exhibit challenging behaviours.

To undertake specified work with individuals and groups under the direction and supervision of the teacher. Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To enable young people to access learning opportunities and to become more independent learners.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

**Main Duties:**

* To attend to the pupils’ personal needs, and implement personal care

programmes, including social, health, physical, hygiene, first aid and welfare matters. This may include but is not limited to: changing clothes, nappies, feeding, washing, toileting, walking, sitting, turning and assisting with any other physical needs.

* Supporting pupils who may have complex medical needs and who may need

emergency medical support. (Training will be provided).

* Supporting pupils who require additional support with communication, including those pupils with a mechanical system of communication. The post holder may also be required to use British Sign Language and/or Makaton, (a form of sign language for SEN pupils) if so training will be provided.

The Postholder may be required to support pupils with ICT

* Supporting pupils with speech difficulties under the guidance of Speech Therapists to support individual pupils with specific needs. (Training will be provided).
* Supporting pupils who because of their physical needs may need to be lifted and carried and/or in transported in wheel chairs. Due to the clientele of the SILCs where pupils may be aged from 2-19 years of age, the pupils may be adult size and weight. (Training will be provided)
* The post holder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
* Some of our students can display behaviours that challenge including physical aggression. The post holder may be required to use a physical intervention in order to keep themselves, the student or other students safe. Training in physical interventions including how to safely control and/or hold students will be provided.
* To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* To promote the inclusion and acceptance of all pupils. To support difference and ensure all pupils have equal access to opportunities to learn and develop. To ensure equality for all upholding and promoting the values, standards and equal opportunities of the school and LCC.
* To recognise and follow School policies when managing incidents of bullying, racism, discrimination, harassment, victimisation and any form of abuse.
* To encourage pupils to interact with others and engage in activities led by the teacher
* To encourage pupils to become independent based on their individual Education Health and Care Plans.
* To prepare classrooms as directed for lessons and clear up afterwards and assist with the display of pupil’s work.
* To be fully aware of pupils’ targets and their progress/achievements and report to the teacher as agreed.
* To undertake pupil record keeping as requested on various ICT systems
* To support the teacher in managing pupil behaviour, reporting as appropriate on the relevant ICT system (training will be provided).
* To gather/report information from and to parents/carers as directed
* To provide clerical/administrative support – logging evidence on school systems, photocopying, typing, filing, collecting money etc.
* To support pupils to understand instructions
* To support pupils in using basic ICT as directed
* To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
* To be aware of and comply with the school and LCC policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.
* To contribute to the overall ethos/work/aims of the school
* To appreciate and support the role of other professionals, following advice and guidance as appropriate.
* To attend relevant meetings as required.
* To participate in training and other learning activities and performance development as required.
* To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required.
* To be responsible for safeguarding all pupils and promoting their welfare by adhering to all child protection procedures.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated: