

## Acorn Park - Learning Support Assistant

**ROLE:** Learning Support Assistant

**SALARY:** £13,242.48- £14,905.60

**REGION:** Banham, Norfolk

**HOURS:** 37.5 hours per week, Monday to Friday 8.30 to 16.30

**JOB DESCRIPTION:**

**Job Purpose:**

To work throughout the Education Department supporting Class Teachers to ensure the entitlement of the children and young people to a broad-based appropriate curriculum which meets their discrete needs and learning styles.

**Main Responsibilities Education & Residential:**

- To ensure high standards of personal hygiene for each student and support them with personal care needs
- To promote structure, boundaries and domestic routines; ensuring a pleasant, clean and safe environment for the students in your care
- To maintain good professional relationships with other members of staff and other interested parties including parents, families, social services and key stakeholders.
- To provide a positive role model for the students, presenting yourself in a highly professional manner throughout the waking day
- To work in accordance with the National Minimum Care Standards for Children's homes and co-operate with any inspection process
- Ensure the respect, dignity and rights to privacy of all students as far as is reasonably practical
- To carry out all duties, as directed by the class teachers to maximise learning opportunities for all children and young people
- To support the development of high standards of personal hygiene and self help skills for all children and young people
- To support the development of communication skills by implementing communication goals in collaboration with Education, Multi-disciplinary team, Residential and Respite staff
- To assist with target setting, record keeping and assessment in classes
- To support the teacher in completing reports for Statutory Reviews and meetings concerning the children and young people
- To assist with the preparation of materials and learning resources
- To work with individual children and young people and small groups under the direction and planning of the teachers
- To assist with the recording of observations, using the school format and guidelines at the request of teachers
- To be a role model at all times to the children and young people
- To ensure with colleagues that the school is a pleasant, happy and safe environment
- To assist with home/school liaison
- To assist with the supervision of children and young people outside classroom activities, e.g. meal times and recreation times
- To facilitate communication and positive interaction with children and young people – both in and out of classrooms
- To support the development of resources/materials
- To contribute to Risk Assessments for activities and Educational visits
- To undertake relevant training programmes as and when required by the School
- To work in partnership with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the children, young people and yourself
- When requested, to accompany the students to Medical and other appointments

**Further responsibilities**

- All post holders will be expected to observe/contribute to the residential provision as part of their induction process
- To attend and participate in supervision, performance appraisal and staff meetings as required
- To follow policies, procedures and guidelines of Acorn Park

*All contact staff will be expected to wear uniform currently sweatshirt and/or polo shirt. This uniform is will normally be provided by the school.*

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.

When you join our team, you become part of something very special – a growing organisation providing outstanding fostering, residential care and special educational services to some of Britain’s most vulnerable children and young people. We can promise you plenty of challenges, and a rich variety of opportunities to develop your career.

Person Specification – LSA

<b>Category</b>	<b>Job Requirements Essential</b>	<b>Job Requirements Desirable</b>	<b>Method of Assessment</b>
<b>Equal Opportunities</b>	Ability to demonstrate an awareness of equality issues as it relates to professional conduct and employment practice		AI
<b>Educational / Qualifications</b>	GCSE’s in Maths and English, grade C or above or proven evidence of working towards relevant qualifications	Training in autism related areas, PECS, behaviour management and Team Teach  Valid clean driving license	AI  A
<b>Job related Knowledge</b>	A good knowledge of Autistic Spectrum Disorders (ASD) and related conditions and how that impacts the students behaviours  Understands the importance of issues of health and safety	Previous experience of working with young people, preferably in an educational setting	AI  AI
<b>Skills/Aptitude</b>	Abel to quickly establish good relationships with children and young people keeping clearly understood boundaries  Effective use of ICT to support learning  Provide personal care		AI  AI  AI
<b>Building Relationships</b>	Ability to work effectively as part of a team		AI

	Excellent negotiation Skills		AI
	Ability to build rapport and establish relationships quickly and easily with children & young people		AI
	Understands challenging behaviours associated with Autism		AI
<b>Personal Qualities</b>	Positive and flexible attitude to work		I
	Tact, diplomacy, patience and resilience		I
	Persistence, motivation and initiative		I
	Loyalty and commitment		I
	Reliable timekeeping and attendance		AI
	Evidence of ability to priorities tasks and to work on own initiative		AI
	Willing to undertake training		AI
<b>Fitness</b>	In order to move, physically intervene or remove students from dangerous situations, good physical fitness		AI
	In order to undertake Team Teach training, good physical fitness		AI
<b>Health</b>	Good health and attendance records		AI

*A = Application form I = Interview*