BEAUMONT COMMUNITY PRIMARY SCHOOL

Durrant Road Hadleigh Suffolk IP7 6GD 01473 825120

Headteacher Mrs M Atima

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Person Specification

JOB TITLE	Learning Support Assistant
RESPONSIBLE TO	Headteacher / Class Teacher
MAIN PURPOSE OF THE JOB	To undertake educational support duties in a 1-1 or group capacity. To support students to learn in class as effectively as possible, to raise their level of educational attainment and to develop social skills and understanding. To assist the class teacher in the day to day needs of all pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs. To maintain complete confidentiality on all school matters.

Knowledge

1.1 A good standard of literacy and numeracy skills (GSCE C or equivalent)
1.2 A good knowledge of safeguarding processes and protocols
1.3 Knowledge of National Curriculum requirements for the sector
1.4 A basic knowledge of health & safety requirements in a school environment

Experience

2.1 Experience of establishing positive relationships with children
2.2 Experience of working within a school
2.3 Experience or awareness of high emotional needs

Skills & Abilities

3.1 Ability to use language and other communication skills that children can understand and relate to
3.2 Ability to demonstrate active listening skills
3.3 Ability to empathise with the needs of children
3.4 Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher

3.5 Ability to work within and apply all school policies e.g. behaviour management, Health and Safety, Equal Opportunities
3.6 Ability to work effectively with colleagues

Personal Qualities

4.1 Willingness to participate in training and developmental opportunities offered by the school and county
4.2 Willingness to maintain confidentiality on all school matters

Essential Criteria

5.1 Level 2 or equivalent and willingness to work towards Level 3 (Teaching Assistant)
5.2 Good knowledge of information technology e.g. use of mouse and keyboard, or a willingness to learn

Supervision and control of pupils in the dining hall, including but not limited to:

- Where appropriate, assist/supervise pupils with their general hygiene requirements (washing, toileting changing clothing etc. in accordance with school policy) prior to entering the dining room
- Organising dinner queue and entrance of pupils into dining hall and from dining hall to playground, ensuring good behaviour and a calm atmosphere. Dealing with any bullying/fighting/unruly behaviour that may occur by intervention or calling for assistance, reporting incidents to Senior Leaders according to severity of incident
- Laying tables prior to meal with specialist equipment appropriate to the needs of the pupils, clearing specialist equipment afterwards, rinsing aprons and flannels used
- Directing pupils to correct seats, dealing with special seating arrangements, lifting pupils out of wheelchairs where appropriate, separating problem pupils where necessary
- Encouraging pupils to eat (including those with packed lunches), especially those with special needs or disabilities. Being aware of pupils on special or restricted diets for medical reasons from information provided at the school. Assisting pupils with cutting up food, pouring liquids, eating, using specially adapted cutlery, plates etc. where necessary, encouraging self-help where appropriate
- Carrying out alternative methods of feeding (tube feeding) as and when necessary under the direction of the teacher/therapist
- Administering medication with food under the direction of the Nurse/Headteacher after written instructions from parent

- Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring pupils tidy/clear up in a satisfactory manner where appropriate
- Cleaning up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff
- Dealing with any body spillages in the dining hall in accordance with infection control procedures, ensure pupil goes to the medical room if appropriate

Supervision and control of pupils in the playground and about other school premises, including but not limited to:

- Where appropriate, collecting pupils from classrooms if going straight into the playground, ensuring they are adequately dressed for the prevailing weather conditions and that they have the appropriate medical aids with them (walking frames etc) where necessary
- Supervision and control of the school entrance during lunch break to ensure children do not leave the playground without permission/authorisation, padlocking if necessary
- Check on any strangers who may enter school premises in accordance with school guidelines, be observant of any loiterers and report to Headteacher/ Senior Leaders
- Direction of pupils to the playground and supervision of their activities and behaviour, ensuring their safety and well being, providing emotional support where necessary
- Supervising fair distribution of bicycles, toys etc. from the store and ensuring toys are put away at the end of the break
- Preventing bullying, being aware of changes in friendships, encouraging socialising, play etc. Actively interacting with pupils and engaging in purposeful play activities, mobility programmes etc
- Being aware of mood changes in pupils and dealing with as appropriate in accordance with agreed practices regarding discipline, physical restraint and reporting
- Dealing with fits in accordance with agreed procedures
- Preventing any dangerous/potentially dangerous activities. Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Reporting any bad behaviour, assaults, carrying of weapons/banned substances by pupils to the Headteacher/Senior Leaders
- Supervision and control of pupils inside school premises when they are not allowed outside in inclement weather. Occupying pupils in various games and activities
- Ensuring in accordance with instructions given that all pupils return to the care of teachers at the end of the lunch periods.

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the

- Suffolk Safeguarding Children's Board and the school's safeguarding policy.

Safeguarding
Beaumont Community Primary School is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Certificate from the Disclosure and Barring Service (DBS).

Notes:
This job description may be amended at any time in consultation with the postholder.

This list is not exhaustive and is intended as a guide.