

Heathlands School, St Albans

Learning Support Assistant

Fixed term contract for the 2019/20 financial year with the possibility of continuation

We are looking for an energetic and motivated Learning Support Assistant to support the work of teachers with small classes of deaf pupils. This is challenging, stimulating and rewarding work in a high achieving school which expects the best of both staff and pupils.

30 hours, term time only + holiday entitlement. Monday – Friday, 8:30am – 3:30pm
Part time applicants will be considered

Pay scale H4 (£9.94 - £10.55 per hour depending on qualifications and experience)

Candidates with qualifications and/or successful experience of working with children are invited to apply. The successful candidate will have:

- Good communication skills in BSL (BSL 2 minimum with the commitment to achieve BSL 3)
- Good English skills (level 2 qualification)
- Understanding of child development and how children learn
- Proactivity regarding our professional development and the ability to apply learning to practice
- Good organisational and time management skills
- Strong ICT skills
- Flexibility, initiative and common sense
- The ability to approach all tasks with patience and good humour
- Reliability and a commitment to work hard in the best interests of children

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check. Safer recruiting practices will be followed.

To apply for this vacancy a Job Application Form and Person Specification Form should be completed and returned to:

The Head Teacher, Heathlands School, Heathlands Drive, St Albans AL3 5AY.

Email: head@heathlands.herts.sch.uk

Closing Date: Monday 25 March 2019 @ 12:00 noon

Heathlands School

Learning Support Assistant

Job Purpose and Context

To support the academic, social, emotional, physical and pastoral development of pupils who have learning and communication needs resulting from severe or profound hearing impairment. To undertake non-teaching support tasks to complement the work of qualified teachers in the department.

Pupil Support Responsibilities.

To support the children's learning:

- The teachers are responsible for setting learning objectives and activities/tasks to achieve these objectives. The LSA must understand these objectives and support the child in their achievement. The teacher, in consultation with the LSA, will decide how and when this support is organised throughout the school day. It may involve support in implementing individual specialist programmes or small group work. Occasionally the LSA may be required to provide cover for absent teachers supervising work left for the pupils.
- The LSA will contribute to the evaluation and recording of support sessions in order to provide feedback which informs the teachers' future planning. This support extends to education visits and school journeys.

To support the child's social and emotional development:

- The LSA needs to be aware of the schools' PSHE policy and support its practical implementation in and outside the classroom. Familiarity is also required with other relevant policies such as Communication, Behaviour, Child Protection, Intimate Care, Physical Restraint and Bullying.

To support the child's physical development:

- The LSA will attend to children's personal and environmental Health and Hygiene in accordance with Health and Safety regulations and guidance. This includes cleaning and cleaning up for all basic functions (vomit, urine, faeces, blood etc). The LSA will deal with minor accidents but will refer all serious accidents to a qualified First-Aider. LSAs may be required to supervise sick pupils whilst awaiting collection by parents and occasionally accompany a child to hospital.
- The LSA will support the class in Physical Education lessons including swimming and will supervise break times on a rota basis. Support will be given to individual pupils as appropriate e.g. physiotherapy programmes, support with toileting and the use of specialist equipment.

To provide specialist communication support:

- The LSA will be aware of and respond to the individual communication needs of the children. The LSA will be familiar with and implement the school's total communication policy. They will use sign language in the classroom, around school and when participating in off site activities. LSAs may be required to assist with the checking, care and maintenance of hearing aids and radio aids.

Teacher Assistance Responsibilities.

To undertake non-teaching tasks as requested by the class teacher to assist with the smooth running of the classroom. These might include:

- Collection and recording of monies e.g. milk/dinner.
- Assistance with the arrangements for school journeys: researching locations, making bookings, collecting monies.
- Assistance with the mounting and display of children's work under the teacher's direction. Removal of old displays.
- Ordering of stationery stocks and supplies and other learning resources. Checking of deliveries against orders and storing appropriately.
- Photocopying and other administrative tasks.
- Responding to messages and dealing with non-academic parental queries under the teacher's direction.
- Ensure learning areas are well organised, tidy and ready for use including cupboards, library, and specialist teaching areas.
- Undertake other designated responsibilities e.g. First Aid, House points and organising Swimming.

Supervision

- The class teachers are responsible for the line management of Learning Support Assistants. Assistant Head Teachers have overall responsibility for the day to day organisation of the department and will chair LSA meeting as and when required.

Knowledge, Experience and Training.

- An empathy with and understanding of the needs of school aged children and an appreciation of the difficulties caused by severe to profound hearing impairment.
- English skills at a level appropriate to support children's learning
- Strong ICT skills
- Proficiency in sign language and a determination to achieve the highest possible level of BSL qualification.
- A readiness to benefit from all training opportunities offered.
- The ability to be flexible and work with a variety of children and adults. A team player who has initiative and common sense.
- Constant alertness for potentially dangerous situations which could place pupils at risk.
- Reliability and a commitment to work hard in the best interests of children

Problems and Decisions.

- The post holder is expected to be a problem solver who will anticipate problems and negotiate resolutions where possible. The teacher will be able to give advice and guidance and Assistant Heads can be involved in the resolution of more serious issues.
- It is essential that information about individual pupils is treated with respect and confidentiality. No pupils should be discussed or information concerning them divulged outside school.

Additional Information/Entitlements

- Access to training opportunities
- Appraisal