



# Kennel Lane School

Valuing Achievement  
Encouraging Independence



## LEARNING SUPPORT ASSISTANT

Whole School



The Corvus Learning Trust is incorporated in England and Wales

Company number 11045796

Registered Office: Edgbarrow School, Grant Road, Crowthorne, Berkshire RG45 7HZ

# Job Description/Specification

Kennel Lane School: 2023

**Job Title:** Learning Support Assistant

**Responsible to:** Extended Leadership Team and Class Teachers

**Actual Salary (0.74):** £17,375-17,647 £518 London Fringe & £1095 Special Schools Allowance

**Work Pattern:** Term Time, plus training days/evenings, 32.5 hours per week

Mon'/Tues': 08.40 -16.10, Weds' : 08.40 -15.40 & Thurs'/Fri': 08.40-15.10

## Job Purpose

To work under the direction of the Class Teacher to support teaching and learning in classes across the school.

## Key Responsibilities

### Support teaching & learning by:

- Managing the learning environment by maintaining an organised system; including the preparation for lessons (resources, equipment, room layout and displays) and paperwork e.g. reports, risk assessments, incident forms, Health and Safety, IEP targets, therapy programmes etc.
- Managing learner's behaviour through PRICE and other de-escalation and/or distraction techniques
- Caring for the emotional and physical needs of all learners
- Maintaining a safe learning and work environment by following the School's safeguarding policies and procedures
- Following the direction of the class teacher and Lead Learning Support Assistant and providing feedback, assessment and otherwise, when required
- Fostering and sustaining professional working relationships with parents, carers, families, therapists and other members of the school community

### Specifically, the post holder in this role can expect to;

- Maintaining knowledge and awareness of learner's Individual Education Plan (IEP) and social, emotional and behavioural needs, following internal support processes as required
- Supporting the Class Teacher and other professionals in delivering individual learner programmes and group activities, this includes but is not limited to; classroom lesson, community links activities, offsite trips/tasks, lunch time duties, sensory activities, sports activities and personal care
- Be aware of the importance of the learner's learning environment, taking the initiative to keep organised and hygienic spaces, setting up and storing resources and other equipment before and after each activity

- Adopt a PRICE team approach to supporting the management of learner's behaviour programmes
- Undertake toileting routines and other personal care routines, including the changing of soiled clothing, wiping up spillages and changing when required
- Prepare learners by providing support with independence skills and be involved with pastoral support
- Supervise learners at all time, including collecting and escorting learners from transport vehicles and during lunch breaks
- Maintain a safe working environment by keeping vigilance of the surrounding spaces, equipment and other areas of concern, by conducting safety checks and reporting any concerns in line with school processes
- Working flexibly across the school, as required, to maintain a safe operational environment and covering in other departments, as directed, based on daily staffing needs

Such other duties as may from time to time be necessary, in any part of the school with learners of any age or ability, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

### **Skills/Qualities**

- Individuals must be resilient and have the ability to remain calm during extenuating circumstances. In particular during cases that require medical support and administration.
- Be able to use initiative and make decisions on short notice and without the ability to seek immediate guidance
- Possess a positive approach to working with learners, motivating, inspiring and communicating with learners to promote a positive and engaging learning environment
- Keep the safety and welfare of learners at the forefront of every decision that is undertaken
- Have the ability to work with learner's from a range of backgrounds including those with complex needs and family structures
- Interpersonal skills to build relationships with learner's, parents, teachers and governors
- Reading, writing, numeracy and communication skills
- Excellent team working skills as the role requires working with other support colleagues, Classroom Teachers and other professionals, such as educational psychologists, speech and language therapists, social workers and external agencies
- A flexible and creative approach to work, supporting a range of school-related activities such as cooking, art, science projects and forest school
- A willingness to keep up to date with educational policy and training related to your role
- Ability to use basic technology and IT

- Ability to work constructively as part of a team
- Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils

**Qualifications/Training: (D—Desirable, E—Essential)**

- A—C in GCSE Maths and English language (E)
  - Or equivalent qualifications to demonstrate good command of written and spoken English (E)
  - Qualifications equivalent to National Qualifications Framework for England and Northern Ireland Level 1 (GCSE's, NVQ Level 1, Vocational qualifications Level 1) (E)

**Other Work Requirements**

- Participate in training and other development activities as required

**Work-related Personal Requirements**

- Committed to equality of opportunity