

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant (PMLD)
Hours: Part Time – 3 days. Days to be confirmed
Contract: Term Time - Permanent
Salary: £NMW– £18,505.00 pro rata

JOB LOCATION: Knowsley

All employees must to be flexible in their approach and will be expected to work at other community-based sites.

Reporting to: Assistant Principal

Main purpose of this job

To work as part of a team to support the teaching and learning activities and entitlement of all learners who have severe and complex educational needs.

Support tutors in preparing individual programmes and learning materials appropriate to the needs of the learners and supporting the tutor in the co-ordination and planning of resources and the delivery of learning programmes.

Summary of duties and responsibilities:

1. To support the tutor in the management, planning, delivery and assessment of curriculum programmes for all learners including support to groups and individuals in the delivery of these programmes.
4. To be a key worker for 1 learner or a number of learners in the class/group facilitating the documentation of assessment/progress and maintaining communication information between college/home.
5. To assist the teacher with planning and preparation of resources and programmes including differentiation for the individual needs of learners in the class/group.
6. To actively support all students in the full range of curriculum activities across the college.
7. To carry out evaluation of progress and electronically record attainment against learners targets.
8. To read, understand and acknowledge, input and implement the following information for the students/groups that you support:
 - Individual Learning Plans
 - Behaviour Support Plan
 - Care Plan
 - Short and medium term planning for the class/tutor group

- Initial assessments

10. To support the personal care of all learners, including intimate personal care in some instances, administration of meds and feeding.

11. To work with students with autism, multi-sensory impairments, physical disabilities, mild, moderate and severe learning difficulties and those with non-verbal communication needs to enhance their communication skills, social skills, ability to think flexibly and to problem-solve.

12. To respond to and manage students challenging behaviour, this may include directly implementing agreed physical interventions and/or supporting work colleagues as necessary.

13. To work collaboratively with a range of support services and departments to:

- implement therapy programmes as required
- professional liaison between education / college and home to ensure consistent management and support of individual learners
- attend multi-disciplinary meetings around the learner

14. To be familiar with and work to the organisation's Behaviour Policy and Procedures.

15. To attend training on Behaviour Management and any other training required to ensure good discipline and to safeguard the safety and well-being of yourself, other staff and students who may have challenging behaviour.

16. To work collaboratively with parents/carers to ensure a consistent approach to the delivery of programmes including; behaviour management, communication, shared targets etc.

17. To take individual and corporate responsibility for ensuring the health and safety of all students and colleagues at all times and to report any health and safety concerns to the line manager or to the Health and Safety representative in your department.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the Manager. This job description may be reviewed when necessary in line with the development of the organisation.

All staff must be flexible to attend open days/open evenings and some occasional weekends at various times throughout the year in addition to their 'normal' working hours.

Person Specification

	Essential	Desirable
Qualifications		
Teaching Assistant Diploma/equivalent or commitment to complete this qualification		X
Specialist qualification		X
Knowledge		
Knowledge of working in a SEN environment		X
Knowledge of risk assessing and incident reporting		X
Knowledge of communication strategies for non-verbal learners	X	
Skills and Abilities		
ICT/Database skills	X	
Motivated and inspired by young people	X	
Excellent administration and organisational skills	X	
Excellent time management	X	
Experience / awareness of Person Centred Thinking and its application to support learners	X	
Ability to work as part of a multi-disciplinary team	X	
Able to listen and act on instructions	X	
Ability to prioritise and organise day to day workload	X	
Ability to contribute, follow and evaluate educational programmes set by the tutor	X	
Ability and commitment to work as part of a supportive and cohesive team	X	
Experience		
Working with young people with LDD	X	
Working with young people with challenging behaviour	X	
1 years LSA experience	X	
Personal Qualities		
Ability to remain calm under pressure in order to maintain low arousal approach and environment for students	X	
Good time keeping	X	
Flexible approach to work	X	
Physical and Mental requirements		
Regular requirements to move and handle service users, who have a range of physical abilities, in a variety of settings	X	
The ability to meet the physical demands of the post which requires substantial walking, standing, lifting, bending, working	X	

on the floor, twisting and pushing wheelchair users around the Trust premises and within the community		
Regular requirement to support service users with challenging behaviour	X	

In addition to the specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities, safeguarding and autism awareness in relation to the post.