

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Apprentice Learning Support Assistant Special Schools	Post No	
Directorate	Schools		
Division			
Salary Band/Range	National Minimum Wage		
Responsible to	Class Teacher/ Assistant Head Teacher		
Location	Merstone School		
DBS Check	Enhanced DBS required		
Special Conditions	Completion of NVQ Level 2 or Level 3 TLSA course		

1. Job Purpose

To work under the instruction/guidance of the teacher to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. A collaborative approach to planning, developing, assessing and implementing programmes of work is essential.

2. Key Responsibilities

2.1 Main Duties

- Under the direction and supervision or guidance of the teacher
1. Contribute to the overall delivery of lessons on an individual, group and class basis.
 2. Assist with the preparing and evaluating of lessons and work plans.
 3. Support individual pupil or groups of children in the classroom and in 1:1 basis as directed.
 4. Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence which contributes to assessment and moderation
 5. Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
 6. Assist in the implementation of programmes designed by other professionals such as physiotherapists and speech and language therapist.
 7. Participate in the on-going assessment and recording of pupils' progress as appropriate.
 8. Ensure individual care plans/positive handling plans are followed. (There is no expectation to administer medication or carry out medical procedure).
 9. Preparing learning materials and resources lessons and displays.

	<p>10. Actively contribute to the creation of an appropriately stimulating learning environment.</p> <p>11. Promote positive values, attitudes and good conduct and behaviour, dealing promptly with conflict and incidents in line with the school's behaviour policy and encouraging pupils to take responsibility for their behaviour.</p> <p>12. Encourage children to be confident and independent.</p> <p>13. Contribute to the development of pupils' expressive language skills and communicate appropriately.</p> <p>14. Help children during therapy sessions.</p> <p>15. Ensure that all pupils receive a high standard of physical and emotional care, including support with hygiene routines where relevant and taking appropriate action for unwell pupils which may be necessary in order to ensure the safety and wellbeing of any pupil.</p> <p>16. Take responsibility for preparing, organising and tidying up equipment and teaching materials for each session.</p> <p>17. Show sensitivity and discretion when discussing school matters with stakeholders and to respect pupil confidentiality/safeguarding.</p> <p>18. Recognise and comply with practice and procedures relating to issues of confidentiality.</p> <p>19. Use of team teach techniques as appropriate (only after training has been provided), and training has been given when de-escalating situations with pupils.</p> <p>20. Attend staff meetings, staff training, parental consultations and other school events as required.</p> <p>21. Reflect upon and evaluate your own professional development needs, in line with apprenticeship standards.</p> <p>22. Understand and adhere to all school safeguarding procedures and practices, including e-safety and apply these in a sensitive manner to ensure the safety of all pupils.</p> <p>23. Any other duties commensurate with the post.</p>
2.2	People
	The post does not involve direct responsibility for the supervision, direction or co-ordination of other employees.
2.3	Safeguarding
	The School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The post holder will not be required to handle money.
2.5	Buildings & Equipment
2.6	Health & Safety
	The post holder will be responsible for his/her own Health and Safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Information Management
	As an employee of the School, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
2.8	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate

		policies and procedures.
3.	Other Conditions	
3.1	Mobility	
		Whilst this post is initially to a specific post, the post holder will not be required to transfer.
3.2	Equal Opportunities	
		Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions	
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development	
		The School is committed to the personal and organisational development of the individual. The post holder will be required to complete NVQ Level 2 or NVQ Level 3 TLISA.
3.5	Lean	
		The Council is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework	
		The Council expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	Donna Luck
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