**Job title:** LSA & Midday Supervisor

**Salary:** Scale 4

Hours: 8:30-3:30

Contract type: Temporary

Reporting to: SENDCo

***Leaning Support Assistant:***

**Job Purpose**

* The postholder will be responsible for supporting children with their learning, including those with special educational needs under the direction and guidance of class teachers and the SENDCo and to provide for their social, educational and welfare needs within the school.

**Duties:**

* To support and uphold the school’s vision and values
* To help children of all abilities, including those with special educational needs to learn as effectively and independently as possible, both individually and in small groups
* To run a range of interventions to support individuals and small groups
* To prepare materials and resources to support individuals, small groups and classroom activities
* To support children’s emotional development and resilience when approaching learning tasks
* To support children’s behaviour in line with the school’s vision, values and positive behaviour policy
* To assist with children at the beginning and end of the day and in the playground as required
* To have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate
* To ensure the health and safety of the children and to report any concerns or details of accidents/incidents as necessary to the Headteacher
* To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school, tidy and in good order
* To implement and promote the school’s equal opportunities policies at all times and to value diversity
* To support the school’s wide range of extra - curricular activities; including helping to run a club
* To create a learning journey for the individuals if needed to reflect progress across the curriculum

**To support the teachers including the following:**

* To report back to class teachers and the SENDCo on the progress of children in, keeping written records as necessary
* To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the SENDCo.
* To support class teachers with educational visits including taking responsibility for the care, welfare and learning of individuals and small groups of children.
* To implement strategies, programmes of work and resources as laid out in Pupil Passports under the guidance of the SENDCo and class teachers
* To assist with the planning, coordination and assessment of a child’s Pupil Passport taking into account the recommendations and guidelines set out in the child’s Statement of Special Education needs / Educational Health and Care Plan
* To make ongoing notes and assessments of children’s progress and contribute to statutory meetings such as Annual Reviews

# General

# To attend relevant in-service and external training as and when required

# To administer first aid or carry out simple medical procedures in line with LA guidelines

* To attend and contribute to all school meetings as directed by the Headteacher
* To develop activities to promote social interactions between pupils during break times
* To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher

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***Midday Supervision:***

In accordance with Children, Family and Adult Services Job Profile and as a member of a team led by the Senior Midday Supervisor under the direction of the Senior Leadership Team, to be responsible for ensuring the safety, welfare and good conduct of pupils during the midday break: -

* To maintain order and the safe transfer of pupils to and from the dining area.
* To positively encourage good behaviour and table manners and hygiene.
* To assist younger pupils where necessary whilst they are taking a meal.
* To actively supervise the dining room procedures:

- carrying of meal to the table

- assisting with the service at the table

- training children in the correct use of cutlery

- clearing and stacking table equipment and serving dishes

- wiping and re-setting tables if necessary - cleaning up food and water spillages on tables and floors

* To report to the Headteacher in the case of absence due to illness.
* To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Headteacher.
* Be responsible for organising play activities in the playground or indoors if a wet playtime.
* To liaise with the Headteacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
* To contribute as a member of a team to the ethos and environment of the school.
* To adhere to need for confidentiality at all times.
* To perform such other duties as reasonably, correspond to the general character of the post and are commensurate with its level of responsibility.

**PERSON SPECIFICATION**

**Qualifications and Training**

No formal qualification required

# Experience

* Experience of working with children under the age of 11 in an educational setting
* Experience of supporting children with a range of special educational needs
* Experience of communicating with a wide range of people from different backgrounds
* Experience of record keeping

# Knowledge, and Understanding

* NVQ level 2/ equivalent qualification/ currently studying NVQ level 2.
* Understanding of the educational welfare and social needs of children
* Working knowledge of implementing Individual Provision Plans
* Basic knowledge of ICT to effectively support the pupils (or willingness to train)
* Understanding of the issues around safeguarding and behaviour in a school setting
* A knowledge of some of the emotional, behavioural and social difficulties that may create added barriers to learning

# Skills and abilities

* An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development
* The ability to develop an understanding of the educational, welfare and social needs of pupils
* Proven written and oral communication skills
* Numeracy and literacy skills to effectively support the pupils
* The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team
* The ability to work with a range of professionals from external agencies
* The ability to remain calm in challenging situations and to ask for help when needed

# Commitment

* A commitment to uphold the school’s vision, values and staff code of conduct
* A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.
* A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
* A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required