



Job Description – Learning Support Assistant

Work base: Three Bridges Education Centre, Blackwater, Truro

Responsible to: Teachers and Head Teacher

Main Purpose of Job

To work under the instruction/guidance of the teachers and senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist teachers in the management of students and the classroom.

Spectrum's goal is to provide students with the opportunity to learn and develop through providing educational, vocational and Person Centred Plans through Three Bridges Education Centre, its residential homes and outreach services. The organisation works to a value base of respect, dignity and uniqueness of each individual student, team member, stakeholder and the wider community.

Functional Links

Service Users, Students, Families, Guardians, External Candidates, Sponsoring Authorities, Regulatory Bodies, Partner Organisations, Suppliers and other stakeholders.

All team members, Teachers, Regional Managers, Registered Managers, Senior Management Team, Trustees and Chief Executive Officer.

Key Aims

Support for Students

- ▶ Supervise and provide particular support for a pupil or group of pupils ensuring their safety and access to learning activities.
- ▶ Assist with the development and implementation of Individual Educational Plans, including Behaviour Support Plans..
- ▶ Establish effective working relationships with students and interact with them according to individual needs.
- ▶ Promote the inclusion and acceptance of all students.
- ▶ Provide support for individual students or groups of students inside and outside of the classroom to enable them to fully participate in activities.
- ▶ Work with other professionals, such as behaviour specialists, speech and language therapists and occupational therapists as necessary.
- ▶ Provide feedback to students in relation to progress and achievement.
- ▶ People with Autistic Spectrum Disorders (ASD) can present challenging behaviour. On occasions, having to physically intervene or remove students from potentially difficult and/or hazardous situations in line with their agreed behaviour management programmes and Spectrum's physical intervention policies, may be necessary. All team members receive in depth training in Positive Behaviour Management (PBM) techniques, and these are the only form of physical intervention allowed.



Support for Teachers

- ▶ Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- ▶ Prepare and present displays of students' work.
- ▶ Use strategies, in liaison with the teachers, to support students to achieve learning goals.
- ▶ Monitor pupils' responses to learning activities and accurately record achievement/progress and directed.
- ▶ Provide detailed regular feedback to teachers on students' progress and any problems.
- ▶ Establish constructive, professional relationships with teachers, parents and carers.
- ▶ Support teachers in preparing resources and other tasks as directed.
- ▶ Undertake other duties and projects from time to time as teachers require.

Support for the Curriculum

- ▶ Undertake structured and agreed learning activities/teaching programmes.
- ▶ Prepare, maintain and use equipment/resources required to meet the lesson plan/ relevant activity and assist students in their use.

Support for the Education Centre

- ▶ Be aware of and comply with Policies and Procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- ▶ Contribute to the overall aims and ethos of the Education Centre.
- ▶ Appreciate and support the roles of other professionals.
- ▶ Attend and participate in relevant meetings as required.
- ▶ Participate in training and other learning activities and performance development as required.
- ▶ Supervise students out of lesson times, e.g. arrival and departure from Three Bridges site, transition between lessons and at lunch times.

Professional Conduct

You are required to conduct yourself at all times in a professional manner when representing Spectrum or when on Spectrum business and to ensure at all times that your appearance is appropriate and commensurate with Spectrum's policy on work wear and dress code.



Confidentiality

To maintain confidentiality for all areas of Spectrum, its team and its work. The nature of the work within the service entrusts people with confidential information about people with autism, their families, carers and team members. Any breach of confidentiality will constitute gross misconduct.

General responsibilities for all Spectrum Team Members

- ▶ To comply with Policies and procedures relating to both Child and Adult protection, Health and Safety, Confidentiality and Data protection, reporting all concerns to the appropriate person.
- ▶ To be committed to continued self-development of own practice and undertake all appropriate training and development as required by your role.
- ▶ Ensure that your conduct at all times does not conflict with professional expectations of Spectrum.
- ▶ Actively support and promote Spectrum and all its policies including Equal Opportunities.
- ▶ Ensure an awareness and observation of Fire and Health & Safety regulations.
- ▶ Ensure the respect, dignity and rights to privacy of all service users as far as possible.
- ▶ Participate in regular Management, Support and Development sessions with your Line Manager.
- ▶ Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your Line Manager or by a higher level of authority.

Value Base

- ▶ To act at all times in a way which models a valuing style of management, respecting individual dignity and difference.
- ▶ To actively identify and work on your Continuing Professional Development including maintaining an up to date awareness of sector developments and changes in the regulatory frameworks
- ▶ To maintain an absolute confidentiality concerning the personal details and lives of service users, the company's financial status and business plans that are not in the public domain and any other information that you could reasonably be expected to understand is confidential.
- ▶ To actively and positively contribute to the job-planning process and to follow up agreed actions.
- ▶ To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
- ▶ To work at all times demonstrating respect for the dignity of service users, their families and colleagues in accordance with Spectrum's Value Base Policy.
- ▶ To undertake such other duties as may be required within the general scope of the job.



Please Note:

The job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

If you take up employment with Spectrum, this is on the understanding that the first six months constitute a probationary period.

This post is subject to an enhanced Disclosure and Barring Service (DBS).

Further information is available from the DBS information line on 0870 90 90 811 and from www.gov.uk/disclosure-barring-service-check

Specific Job Requirements

JOB REQUIREMENTS	DESCRIPTION
<p style="text-align: center;">Skills</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▶ Ability to accept and respond to authority and supervision. ▶ Ability to communicate and liaise effectively with others. ▶ Ability to explain tasks simply in a way which meets individuals' preferred communication method. ▶ Assist students on an individual basis, in a small group and whole class work. ▶ Monitor, record and make basic assessments about individual progress.
<p style="text-align: center;">Specific Knowledge</p>	<p>Desirable: Knowledge and understanding of:</p> <ul style="list-style-type: none"> ▶ Autistic Spectrum Disorders (ASD) and related disorders. Training will be provided. ▶ Behaviour management strategies. Training will be provided. ▶ Safeguarding. Training will be provided)
<p style="text-align: center;">Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▶ Good basic education level in GCSE or equivalent in literacy and numeracy as you will be expected to help students with their classwork. <p>Desirable:</p> <ul style="list-style-type: none"> ▶ A relevant qualification in Childcare and/or education ▶ TA Level 2 or equivalent.
<p style="text-align: center;">Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> ▶ Experience of working with children, either in a professional or personal capacity
<p style="text-align: center;">Experience</p>	<p>Desirable:</p> <ul style="list-style-type: none"> ▶ Experience of working with individuals with Autistic Spectrum Disorder (ASD)



Working Conditions of this Post

The working conditions of this post are indicated below.

Travel

The organisation has an education centre and over twenty-two homes/services in Cornwall. You may be required to work at any houses/services in the organisation.

Hours

09:00 am to 03:00 pm during **term time only**, for 39 weeks of the year.

Work Place

Three Bridges Education Centre in Blackwater, Truro.
Holiday entitlement: 5 weeks' holiday pro-rata. This is taken during non-term time only.