

ELEMORE HALL SCHOOL

JOB DESCRIPTION

NAME:

POST TITLE: **LEARNING SUPPORT ASSISTANT/CHILD CARE OFFICER**

Temporary / Permanent

RESPONSIBLE TO: Deputy Headteacher

LIAISON WITH: Deputy Head and Head of Care

GRADE: Grade 6

1. PRIMARY

- 1.1 To provide support for curriculum/classroom based activities during the school day. This may involve supporting in a range of different subjects, although specialist skills and interests will be utilised where possible and appropriate.
- 1.2 To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document, ensuring that the school's philosophy, ethos, aims and objectives are reflected in its organisation and practice.
- 1.3 To play a role in the training and counselling of pupils in personal and social competence, including:- relationships, health, hygiene, dress, safety and social graces and to promote within pupils increased responsibility for self.
- 1.4 To be actively involved in the school's recreational and social programme and engage individual and groups of pupils in constructive, enterprising, and socially extending range of leisure pursuits.
- 1.5 To take an appropriate share of responsibility for the supervision of pupils at breaktimes.
- 1.6 To play a role in the establishment, maintenance and development of the structured environment of the school generally thus providing pupils with a calm and relaxed group living experience conducive to emotional security and personal happiness and growth.
- 1.7 To become fully conversant with the school's philosophy and policies.
- 1.8 To respect and maintain the confidential nature of the work.

2. PUPILS

- 2.1 To establish good relationships with pupils as detailed in the school's Aims and Objectives, and other guidelines for staff, setting a good example to all staff.
- 2.2 To encourage pupils to maintain socially acceptable standards of behaviour in all aspects of school life as described in the Staff Handbook, and other guidelines for staff.

- 2.3 To be responsible for the training and counselling of pupils in personal and social competence, including; relationships, health, hygiene, domestic etiquette, dress and safety.
- 2.4 To provide all pupils, but personal tutees particularly, with guidance and counselling of a personal, and social nature.
- 2.5 To take a significant share of responsibility for the safe supervision of pupils by exercising adequate control.
- 2.6 To be responsible as Personal Tutor for a small group of pupils undertaking casework, (for some pupils this may involve some report writing and initiating and implementing individual care plans).
- 2.7 To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

3. STAFF GROUP

- 3.1 To participate in the school's Staff Development Programme.
- 3.2 To attend and participate in part and whole staff meetings as appropriate.
- 3.3 To participate in appropriate In-Service Training.
- 3.4 To liaise with members of the co-ordinating team.
- 3.5 To liaise with staff of all disciplines as necessary to promote co-operation within the school and ensure minimum disruption to the smooth running of the establishment.
- 3.6 To maintain clear, effective and impartial communication between education, care, support and domestic staff, and the senior management team.

4. ASSESSMENT, RECORDING AND REPORTING

- 4.1 To make full use of the school's mechanisms to record pupils' behaviour.
- 4.2 To prepare care plans and record progress in accordance with school practice and policy, where appropriate.
- 4.3 To prepare social reports for Annual Reviews, as required.

5. PARENTS

- 5.1 To attend and contribute to the termly Progress and Achievement Meetings for Personal Tutees.
- 5.2 To attend any other meeting the school arranges for parental consultation and liaison.

5.3 To make home visits in liaison with appropriate senior staff

6. RESOURCES

6.1 To make effective and efficient use of the resources available within the school, and to be aware of resources provided by the Local Authority and those within the community.

6.2 To assist in maintaining the orderliness of the pupils living and social areas.

6.3 To help make the classrooms and social areas attractive, and promote high standards of success and achievement by assisting with the mounting of regular displays of pupil's work.

6.4 To help keep the classrooms and educational/social areas tidy and maintain safe working practices, and good care of resources, and to clean such areas in emergencies.

7. GENERAL

7.1 To undertake responsibility for ... *(a specific area by negotiation)*

7.2 To perform any other reasonable task that the Headteacher or his/her appointed Deputy may ask from time to time.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities, duties and grading.

.....**Line Manager**

.....**Member of Staff**

.....**Date**