



<b>Job description</b>	
<b>Job title</b>	High Needs Learning Support Assistant
<b>Grade</b>	D
<b>Directorate</b>	Children's Services - Education and Inclusion
<b>Section/team</b>	Flourish FE
<b>Accountable to</b>	Senior Tutor/ Section Lead
<b>Responsible for</b>	Flourish FE Learners
<b>Date reviewed</b>	January 2020

### **Purpose of the Job**

To work with and support individuals and groups of high needs learners under the supervision and direction of Senior Tutors and Tutors with main responsibility around 1:1 and 2:1 support. This will include contribution to curriculum development and lesson plans as well as assisting in the preparation, delivery and assessment of learning.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Teaching and Learning**

1. Under the supervision and direction of Tutors and Senior Tutors, work with and support learners with complex learning needs:
2. To assist with supporting new learners during the initial assessment process as directed by the tutors.
3. To establish productive working relationships with learners, acting as a role model and setting high expectations.
4. To assist in the physical production of classroom resources such as symbols, time lines and schedules, ensuring they are ready for each session.



5. To provide support to learners as supervised and directed by tutors and in response to individual needs identified in learner EHCPs and BSPs.
6. To support learners to engage in activities, within the classroom and the community. This will include physical activities, sport and swimming.
7. To promote self-esteem and independence and to recognise and reward achievement.
8. To support learners to manage behaviours, closely following guidance from tutors and BSPs.
9. To support tutors in delivery of learning activities/programmes, within the classroom and the community, appropriate to the individual outcomes and needs of individual learners.
10. To ensure tutors are informed of learner achievement/progress and recorded accurately on a daily basis.

### **Communication**

11. To communicate effectively within the team.
12. To liaise where appropriate (or as guided by the tutor or senior tutors), with parents, carers, staff, external agencies and other providers to promote achievement and progress of learners and ensure continuity of support and safeguarding.
13. To participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
14. To contribute, where appropriate and as required, towards the EHCP review process.

### **Self-Development**

15. To undertake personal and professional development through training and other learning activities, including performance management, as required.
16. To establish own best practice.

### **Learner Assessment**



17. Under the supervision and direction of the Tutor and Senior Tutor:
18. To monitor and record learner responses to learning activities against learners' individual learning targets.
19. To record progress and achievement in lessons/activities, providing contextualised evidence of the progress.
20. To file and store records of progress, ensuring the availability of appropriate evidence when required.

### **Self Assessment and Planning**

21. To contribute to the provision's self-assessment and improvement plans as required.

### **Pastoral Support**

22. To maintain necessary pastoral support for learners so that effective learning can take place.
23. To promote inclusion and acceptance of all learners.
24. To deal with the personal care and comfort of learners in relation to welfare, health, hygiene, toileting, dressing, feeding, mobility and administering of medicines, as required, subject to having completed any necessary training.

### **Additional Duties**

25. To comply with all provision policies and in particular the procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
26. To ensure that your line manager is made aware and kept fully informed of concerns which you may have in relation to safeguarding and/or child protection.
27. To support learners as necessary and assist in movement both around the provision and out in the community, including to and from the provision.
28. In exceptional circumstances or where cover may be needed, drive the provision's transport for the purpose of transporting learners both to and from the provision and to off-site activities.
29. To undertake other tasks relevant to the job as required.



## Health and Safety

- To be aware of and comply with policies and procedures related to health and safety and ensure other staff do also.
- To use equipment and follow risk assessments and behaviour support plans as instructed and trained.
- To inform management of any health and safety issues that could place individuals in danger.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

## Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.