

# Ethelbert Childrens Services

## Job Description

<b>Job Title:</b>	Learning Support Assistant
<b>Hours:</b>	37.5hours per week – (Academic Year)
<b>Responsible to:</b>	Head of Education/Learning Support Manager

### **General:**

The Post Holder (PH) will be an employee of Ethelbert Childrens Services and shall at all times act in accordance with the best interests of the organisation.

Furthermore, the PH will maintain confidentiality at all times.

The Education Department was developed to facilitate the placement of children and young people within an educational environment, who would otherwise be denied the opportunity. The curriculum provides for academic, recreational and physical activities.

The Education Department provides for children who, owing to their severe emotional and behavioural difficulties, are excluded from 'mainstream' educational provision. Although the educational department is part of a wider package of care offered by Ethelbert Childrens Services, the PH will be required to follow and contribute to the development of the department, ensuring that pupils receive a broad, balanced and relevant education which is appropriate to his/her ability and that they effectively learn and develop in a disciplined worthwhile way.

The PH will further be required to ensure through motivation, example and clear discipline that pupils appreciate themselves, their capabilities, their peers and 'the department' and thus be able to achieve to the best of their ability.

### **Post Expectations:**

- 1) To give some understanding as the extreme behaviour staff will encounter, it is expected that all staff need and must have a theoretical understanding as to the multi-causational factors relating to the emotional and/or behavioural difficulties experienced by the pupils.
- 2) It is acknowledged that working with groups of children with emotional and behavioural difficulties is demanding, but it is expected that staff will remain objective and empathic towards their students.
- 3) Apart from the requirements respecting the care and treatment of students whilst attending school, as stipulated by the Department of Employment and Education (DfEE) there are additional legal requirements under the Children Act, 1989 and procedural requirements from various placing authorities and/or children's homes and/or carer to be observed. It will therefore, be necessary for all PH's to acquaint themselves with all policies, of Ethelbert Childrens Services.
- 4) The number of pupils attending the education department will fluctuate, often without warning, as well as the levels of support staff. It will be expected that staff will often be asked to work with 'pupils' where there is little or no background information. It is therefore expected and indeed, essential that PH's be flexible and confident enough to adapt to any given situation, but will include at the direction of the class teacher, the following tasks:
  - Preparing work for pupils
  - Assisting, where appropriate, pupils experiencing difficulties with the work 'set'
  - Where appropriate, liaise with colleagues, carers, Residential Workers, Social Workers, birth parents and any other 'specified' person, reporting on the progress of pupils and may from time to time be required, contributing to and/or preparing written reports and/or attending 'child care' meetings.

**Post Responsibilities:**

The PH will be required to exhibit a high level of initiative, organisational and supervisory skills and will, at the direction of the Head of Education, be responsible for carrying out, in particular, the following tasks:

- Organising physical and recreational activities and where appropriate, participating in such activities
- Ensuring that any equipment 'areas' used are treated with respect, returning any items used, and leaving 'areas' used in an orderly manner
- Supervising pupils during breaks and lunch times
- Adhering to Ethelbert Childrens Services policies on Health & Safety, Confidentiality and Security and promote a positive anti-discriminatory code of practice
- Attending and participating in staff group meetings and training
- Any other task that may from time to time be assigned.

**NB** *This Job Description is produced to assist the PH to know his/her main duties. It may be amended from time to time, after consultation with the PH, with change to the level of responsibility appropriate to the position.*