

# East Park

## Job Description

<b>Job Title:</b>	Learning Support Worker
<b>Responsible to:</b>	Senior Learning Support Worker
<b>Responsible for:</b>	N/A
<b>Working Environment:</b>	Internal / External
<b>External Contacts:</b>	Parents / Carers
<b>Date of Last Review:</b>	May 2019

### **JOB PURPOSE**

The primary responsibilities of a Learning Support Worker will be in supporting the teacher and pupil/student, in appropriate activities to facilitate learning.

### **PUPILS / STUDENTS**

- Assist in the preparation and delivery of the pupils'/students' Personal Support Plans as a member of a multi-disciplinary team
- Record and report on individual progress
- Support pupils/students in all aspects of their education
- Support learning across all activities and venues
- Liaise as necessary with other staff/external agencies
- Enable pupils/students to develop and use personal strengths and skills
- Support and assist pupils in personal care (e.g. toileting, eating, drinking etc)

### **PARENTS / FAMILY**

- Attend reviews and other meetings as required
- Attend social events with parents, families and other support staff
- Participate in parents' evenings
- In conjunction with teaching staff, liaise with parents and families

### **STAFF**

- Support teachers in the planning and delivery of the curriculum, including the preparation of learning materials
- Support new staff during the induction period
- Support students on placement
- Participate in Review and Development (R and D) Sessions and identification of development/training needs with managers and senior staff

### **ORGANISATION**

- Participate in personal development activities in collaboration with colleagues
- Participate in Continuing Professional Development activities, externally, and within East Park
- Adhere to East Park policies and procedures
- Promote East Park's aims and objectives
- Ensure adherence to fire regulations and to standards of health and safety at work
- Carry out any other reasonable duties as prescribed by the Head of Education

**GENERAL RESPONSIBILITIES**

- Any other duties as directed by the Senior Learning Support Worker or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

# East Park Person Specification

**JOB TITLE:** Learning Support Worker

KEY FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Social care qualification (SVQ3/HNC or other SSSC approved equivalent qualification)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people with physical/learning disabilities, autistic spectrum disorder and challenging behaviour</li> <li>• Experience of working in a community/residential setting Able to complete cook, clean, iron, etc</li> <li>• Experience in education and/or care working environments</li> <li>• Experience of working in a charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of children/young people's emotional/physical needs</li> <li>• An awareness of children's rights</li> <li>• An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education</li> <li>• Knowledge of current child care and child protection legislation and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current policy and practice trends in disability and social care</li> <li>• Knowledge of child protection principles</li> </ul>
<b>Expertise &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Effective at report writing</li> <li>• Ability to sensitively and respectfully assist young people with personal and/or physical care</li> <li>• Ability to use hoists and/or other aids required by pupils, training provided</li> <li>• Sensitive to the needs of families with a child/young person with learning / physical disabilities / autism</li> <li>• Able to work co-operatively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Emotional maturity</li> <li>• Ability to work in a team and as an individual</li> <li>• Reflective practitioner</li> <li>• Calmness and emotional resilience when working with young people with challenging behaviour</li> <li>• A good understanding of one's own abilities and limitations</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to follow procedures and adhere to guidelines</li> <li>• Clear written and oral presentation skills</li> <li>• Accurate and effective record keeping</li> <li>• Able to plan activities, take initiative and follow things through</li> <li>• Able to demonstrate appropriate childcare skills</li> <li>• Ability to interact with and occupy child/young person in accordance with their ability and age</li> <li>• Positive attitude to support, supervision and professional development</li> <li>• Understanding of safer care and risk management</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Organised approach to work</li> <li>• Ability to plan and manage time effectively</li> <li>• Courteous and professional manner when dealing with others</li> <li>• Adaptable and able to communicate at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• A genuine commitment to equality and diversity</li> <li>• Willingness to undertake any necessary training to update skills as and when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexibility in work settings – may be required to visit any East park site</li> <li>• Commitment to continuous improvement and continued professional development</li> </ul>	