

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Personal Care Assistant with Learning Support
Assistant responsibilities

GRADE: Range 2

PATTERN: 35 hours 15 minutes a week, 38 term time weeks including 3 INSET days and possibly an additional 2 INSET days on a timesheet. Approximately 40% personal care responsibilities and 60% LSA and in class support

RESPONSIBLE TO: SENCo

Key Role

Supporting a key student in their daily personal care needs, communicating any issues to key adults and delivering learning support to students in and out of lessons.

Main Responsibilities

- Under the supervision of the teacher support in the adaptation of classroom activities, assignments and/or materials and environment for the purpose of supporting and reinforcing classroom objectives for named students
- Provide, under the supervision of the assigned teacher, instruction to students (i.e. reading, verbal skills, listening skills, orientation and mobility, job skills etc.).
- Assist with all activities of daily living including, but not limited to: feeding, dressing, transferring on/off the toilet, personal hygiene, diapering, transferring into and out of specialised seating and mobility equipment, and performing prescribed or recommended physical interventions under the supervision of the Key Worker and other professionals
- Communicate with Key Worker for the purposes of evaluating student progress and personalised targets.
- Assists professionals and Key Worker in implementing specialist activities as required. Including Speech and Language Therapist, Occupational Therapy and physiotherapy
- Utilises technology including all augmentative and alternative communication and personal technology, including powered mobility, to ensure active participation in all academic settings (under the supervision of the assigned Key Worker, speech therapist, physical therapist and occupational therapist)
- Provide support to named student, as directed by Key Worker, including break and lunch times as required.
- Completing document logs as required.
- Supporting pupils learning on an individual basis.

- Working with the class teacher to support pupils' learning in lessons and enhance their progress.
- Supporting pupils in all areas of learning under the guidance of the teacher or the Learning support manager team
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School
- To participate in the School's appraisal system
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported
- To contribute to the ethos and aims of the school
- To undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager
- Undertaking administration tasks to assist in the smooth running of the department.
- Participating in training and other learning activities.
- Participating in the school's professional development programme.
- Be aware of school policies and procedures and reporting any concerns to an appropriate person.

Duties may vary from time to time, as required by the Headteacher, within the broad remit of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2024