**BOWER GROVE SCHOOL**

**LEARNING SUPPORT ASSISTANT FOR PUPILS WITH SOCIAL EMOTIONAL, MENTAL HEALTH NEEDS**

**JOB DESCRIPTION**

**Date:**

**Name:**

**Post Held:** Learning Support Assistant: Technologies and Interventions

**Duties and Responsibilities:**

* To work under the direction and guidance of the Deputy Headteacher and Technologies Leader to assist in the educational and social development of pupils in any area of the school as required, including the West Borough Satellite.
* To participate in the implementation of individual education and, as appropriate, behaviour programmes for pupils as designed by the teaching staff. Duties will include monitoring the progress of pupils educationally and socially.
* To provide academic support for the individual children within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of class.
* Work with individual pupils to deliver programmes devised by other professionals, e.g. speech therapists, occupational therapists, as necessary.
* Assist teacher with observation and monitoring of the progress of the children, maintaining accurate records, in order to ensure documentation of any relevant interventions with the children.
* Support pupils with social, emotional, behavioural and mental health needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve independent working and self-regulation.
* Undertake Team Teach training to support behaviour management throughout the school and be competent to use de-escalation and physical intervention should a situation arise.
* To actively participate and supervise pupils during off-site activities as directed by the Deputy Headteacher or class teacher, e.g. educational trips, walks etc. to ensure the continued safety of the pupils.
* To undertake playground duties to ensure safety on the playground and to model and foster appropriate social skills.
* To assist and support pupils during the lunch break, encouraging appropriate standards of behaviour and manners at the lunch table and assist with cleaning tables at the end of each lunch sitting.
* To assist in the organisation and cataloguing of all information technology equipment
* To assist in the management and use of ICT equipment e.g. laptops
* To assist with basic training in classrooms in the use of school programmes
* To take part in the annual staff appraisal system.
* To record notes and positive and negative points on the SLEUTH behaviour tracking system.
* To read and respond to school emails and other communications in a prompt and professional manner.
* To read and keep informed of school policies and documentation together with relevant updates.
* To undertake on-site and off-site training and development as required.

**To whom responsible:** Technologies Leader

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed: …………………………………………………………………….. Date: ……………………………………………

Signed: …………………………………………………………………….. Date: …………………………………………….

*(Head Teacher)*

*Bower Grove School is committed to safeguarding and promoting the welfare of children. The post is subject to an Enhanced DBS Disclosure Check under the Rehabilitation of Offenders Act 1974.*