

**NOTRE DAME HIGH SCHOOL  
JOB DESCRIPTION**

*Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>Job Title</b>	<b>Learning Support Assistant</b> (Equivalent to L2 Teaching Assistant)
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<b>Working Pattern</b>	33.75 hours per week / Term time only
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<b>Salary Scale</b>	Grade 3 £23,500 p.a. with performance management progression to £23,893 p.a. pro rata (actual starting salary £18,436 per annum)
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<b>Purpose of the Job</b>	To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.
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<b>Responsible To</b>	SEN Co-ordinator / SEND Inclusion Leader
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<b>Responsible For</b>	N/a
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<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>High</b>
	<b>Degree of Responsibility for Children</b>	<b>High</b>

<b>Conditions of Employment</b>	The conditions of employment for members of non- teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.
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**Purpose of Role:**

This role is about direct support for students with the greatest needs and support for teachers to help them to meet the needs of all students. This will be under the direction of the Special Needs Co-ordinator / SEND inclusion leader and classroom teachers.

- (a) within the classroom;
- (b) outside the classroom;
- (c) in developing social, emotional and independence skills working with individuals and small groups of students, speech and language, Literacy / Numeracy and emotional regulation

**Primary Responsibilities:****1. Personal Care and Support:**

- Provide assistance with activities of daily living when required, including but not limited to dressing and toileting. Assistance and support to be delivered in line with the Individual Healthcare Plan (IHP) that is advised by individual specialist health services and informed by the young person's voice.
- Assist with mobility, transfers and positioning as needed in line with specialist Occupational Therapy and Physiotherapy advice, considering emerging need and fluctuating levels of support which may be required following ongoing medical review and surgical interventions where necessary for the young person's ongoing rehabilitation journey.
- Monitor the young person's health status closely in line with the IHP and report any changes or concerns to the appropriate medical personnel.
- Administer medication as prescribed as and when required and maintain accurate records of medication administration, in line with the Supporting Children with Medical Needs Policy and the young person's IHP.
- Ensuring that relevant training is completed and competency maintained, in line with IHP and advice from applicable health professionals. Additionally, ensuring there are contingency staff trained and prepared in the event of absence.
- Support the SENCO to regularly review the young person's IHP, at least once per term, to ensure that the individual's personal care and support provision is in line with identified need. The young person's individualised level of need is evolving and as such their support needs are required to accurately reflect this.

**2. Accessibility:**

- Ensure they are always available to hold doors open for as she navigates the school site in her wheelchair, facilitating her movement between different areas and buildings. I would re-word this to:
- Ensure consistent availability of support to accompany the young person and facilitate the development of their independent navigation around the school premises in their wheelchair. This includes assistance with navigating any potential obstacles and promoting the young person's freedom of movement which may include facilitating access through doorways, mobilisation over thresholds and movement through different buildings within the school site.
- Ensure that pathways, entrances, and common areas are clear of obstacles and hazards to facilitate safe and independent navigation for and other individuals with mobility impairments.
- Ensure compliance with applicable Moving and Handling training to ensure safe and effective practice is maintained.



**3. Communication and Documentation:**

- Maintain clear and accurate documentation of care plans, including her medical history, treatment goals, and progress notes.
- Communicate effectively with, family members, other caregivers and the multi-disciplinary team to ensure that everyone involved is informed and involved in decision-making regarding the young person's care.
- Collaborate with the various members of health and social care staff from the specialities providing support to the young person to ensure continuity of care and a seamless transition between education, health and social care support where required.

**4. School trips, activities offsite and travel:**

- The post holder will be responsible for the planning, risk assessment and delivery of support during school trips and activities offsite with the support of the SENCO and senior leadership team.
- Transport arrangements and responsibilities to be determined in collaboration with the young person, family and MDT where risks are identified that are specifically related to the young person's exceptional health need.

**5. Emergency Preparedness:**

- Work with the SENCO to Develop and implement emergency plans tailored to the young person's specific needs, taking into account any mobility limitations or medical conditions that may impact the individual's ability to evacuate safely. Specific fire safety evacuation plan to be informed by the SY Fire and Rescue Service and incorporated into all emergency planning.
- Conduct drills and training sessions to ensure that all staff members are familiar with emergency procedures and protocols for assisting individuals with disabilities during emergencies.
- The post holder will be responsible for the raising of any concerns around any gaps in skills or knowledge so that this can be escalated as appropriate to the senior leadership team to seek support. All skills will be provided via the directions from within the Delegation of Skills principles in practice (Nursing and Midwifery Council).
- Contribute to the risk assessment process and ongoing review in line with the young person's identified level of need and support required. This should be applied to all areas.

**Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

**General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.