



Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: [admin@hattonsspecialschool.co.uk](mailto:admin@hattonsspecialschool.co.uk), website: [www.hattonsspecialschool.co.uk](http://www.hattonsspecialschool.co.uk)  
Head teacher: Mr Chris Smaling

**'Lighting the fire of curiosity and enquiry in the minds of every pupil'**

## **JOB DESCRIPTION**

**Post Held: Learning Support Assistant with responsibility for cover & release**

**Salary Scale: LBR6 (PART TIME)**

**F.T.E: TBC**

**Reports to: Assistant Headteacher**

### **Higher Level Responsibilities**

- To provide cover and release for class teachers.
- To develop appropriate planning for short term cover in classes
- To support and direct classroom staff accordingly.
- To take responsibility for implementing and facilitating sessions.
- To support class based staff in following individual programmes, e.g. toileting, behaviour.
- To provide feedback to the class teacher on a regular basis

### **Specific Tasks and Duties**

- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Undertake pupils' record keeping as requested.
- Support colleagues in managing pupil behaviour and implementing behaviour programmes, reporting difficulties as appropriate.
- Gather information on pupils as requested.

## Specific School Based Tasks & Responsibilities

- Be aware of and comply with school policies and procedures, in particular those relating to Health & Safety, Safeguarding, and Security.
- Be aware of and support the different special needs of the pupils and ensure that all pupils have equal access to opportunities to learn and develop.
- Appreciate, respect and support the role of all others within the school.
- Participate in training relevant to the needs of the post and the school.
- Show commitment to team working within the classroom, team and school



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