



Roding Lane South, Woodford Green, Essex, IG8 8EU
Tel: 020 8551 4131, e-mail: admin@hattonsspecialschool.co.uk, website: www.hattonsspecialschool.co.uk
Head teacher: Mr Chris Smaling

'Lighting the fire of curiosity and inquiry in the minds of every pupil'

JOB DESCRIPTION

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

Salary Scale: LBR6 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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