



Hatton School & Special Needs Centre

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

Tel: 020 8551 4131, e-mail: admin@hattonspecialschool.co.uk, website: www.hattonspecialschool.co.uk

Headteacher: Mrs Adrienne Wright

‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’

Post Held : Learning Support Assistant

Salary Scale: LBR4 starting at £22,377 FTE (actual salary starting at £16,884)

Hours: 32 hours / 44.2 weeks

Reports to : Class Teacher / Headteacher

Main Professional Duties

To work under the direct instruction of teaching and senior staff, usually in the classroom with the teacher. To support access to learning for pupils and provide general support to the teacher in the management of pupils in the learning environment.

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.
- Prepare classroom as directed for class sessions and assist with displays of pupils' work.
- Undertake pupils' record keeping as requested.
- Support the teacher in managing pupil behaviour and implementing behaviour programmes, reporting difficulties as appropriate.
- Gather information on pupils as requested.
- Provide general support to nominated class teachers, i.e. photocopying, preparing resources, displays, etc.

General Responsibilities

- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.

- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To uphold the values and ethos of the school to be PROUD (Professional, Respectful, Organised, Understanding and Dedicated) and contribute to the wider school community in Learning, Growing and Achieving Together.
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.

