

MATRIX ACADEMY TRUST
Job Description – Learning Support & Personal Care Assistant

Based at:	Turves Green Boys' School
Arrangement:	<p>Term Time only – 32 Hours 8.30am – 3.30pm Monday-Thursday 8.30am – 3.00pm Friday 30 minutes lunch</p> <p>This is a fixed term appointment linked to specific funding for the educational provision of an individual pupil. It is a condition of employment that you agree to the termination of your contract when the pupil, or funding for the assignment, are no longer allocated to the Trust. It is anticipated that this will be on or around 31st August 2025, but the Trust cannot specify any guaranteed period of employment.</p>
Salary:	Scale Group 2 Spine Point 6-8 Actual Salary £12,843 to 13,205
Role:	To work as part of the Special Educational Needs Support Team in supporting and including pupils with learning difficulties/disabilities.
Line Manager:	Assistant Headteacher/Special Educational Needs and Disabilities Co-ordinator (SENDCo)
Work in partnership with:	SENDCo, Teaching Staff and Outside Agencies
Main Purpose:	<ul style="list-style-type: none"> • To provide one to one support of a Year 8 pupil with Cerebral Palsy and Global Delay. Support with personal care is an essential part of this role. • To work under the instruction and guidance of teachers and leadership to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
Main Activities:	<p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Develop an understanding of the special educational needs of the pupil concerned. • Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities • Develop study and organisational skills • Help keep the pupils on task and well-motivated • To model good practice. • Monitor the social, emotional and physical wellbeing of the pupil • Supporting activities outside the classroom to support pupils with their specific needs • Supporting on school trips • Organise, plan and review clubs that will support progress of pupils • Support pupils in exams with appropriate access arrangements • Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities • Establish constructive relationships with pupils and interact with them according to individual needs, treat them with respect and consideration

- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Support the SENDCo with developing, monitoring and reviewing pupil profiles and IEPs
- Help pupils with their reading
- Working with a specific Year 8 pupil with special needs, monitor and provide for their general care, safety and welfare, including tasks connecting with their social inclusion and providing for their personal, physical and health care needs.

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record progress as directed
- Provide regular feedback to teachers and the SENDCo on pupils' progress
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Collaborate with teachers to contribute to planning lessons or activities
- Prepare materials and resources for specific interventions
- Prepare pupils beforehand for a task if necessary
- Use differentiated activities with identified groups or individuals
- To supervise practical tasks
- Provide support to other SEND pupils in the class as directed by the class teacher/SENDCO.
- Supervise small group activities
- Occasionally cover lessons if necessary

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required with a relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Maintain school display boards
- Assist with keeping resources stocked in the SEND department

	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos, work and aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required, within normal contractual hours • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including break and before and after school when necessary • Undertake planned supervision of SEND pupils' out of school hours learning activities • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher • Contribute to reviews and assessments as directed by the SENDCo • Any other tasks as directed by the Headteacher which fall within the remit of the post and on occasions be available to provide cover for absent colleagues • To assist in remote teaching where required
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

Skills/Knowledge	<ul style="list-style-type: none"> • 5 A*-C GCSEs (or equivalent) including Maths and English • Effective use of ICT to support learning • Use of other equipment technology – video, photocopier • Understanding of relevant policies and codes of practice and awareness of relevant legislation • General understanding of national curriculum and other basic learning programmes and strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Experience	<ul style="list-style-type: none"> • Working with/caring for children aged 11-18 (essential) • Personal care experience (desirable) • First Aid Training (desirable)