**JOB DESCRIPTION**

**Date revised: 2nd May 2022**

**Establishment/Unit: British Forces Brunei (BFB)**

**Branch/Department: Hornbill School**

**Location: Hornbill School, Brunei**

**Post Title: Learning Support Assistant**

**Grade: Level 2**

**Responsible to: Headteacher (HT)**

**First Reporting Officer: Special Educational Needs Disability Coordinator (SENDCO)**

**Second Reporting Officer: Deputy Headteacher (DHT)**

**Mandatory background checks: Security vetting and two references from suitably qualified referees**

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British Forces Brunei (BFB) is fully committed to the promotion of equality throughout its operation and takes very seriously its responsibilities to protect and safeguard. It is our expectation that all staff and volunteers share this commitment. The successful candidates will be required to undertake security vetting for all the countries they have resided in over the previous 5 year period. Anyone engaged in a regulated role will also have a Children and Adults Barred List search conducted on them. All required references will be followed up on.

1. **GENERAL:**

The LSA Level 2 is responsible for the care and education of pupils age 5-11 within the FS2 to Year 6 setting with specific responsibility and covers the following main duties as mentioned below.

1. **MAIN DUTIES:**
* To support and assist the staff and school with the educational and pastoral needs of the children.
* To support Hornbill School’s aims and be committed to the safeguarding, well-being and inclusion of all children.
* To contribute to the provision of a school and classroom environment that is stimulating and which reflects and promotes pupils’ learning. This includes, display of pupils’ work and collection and display of learning resources. Teachers will make professional decisions in determining what material is displayed in and around the classroom/school.
* To support the daily routines and administrative systems in school that assist learning and teaching.
* To attend to pupils’ welfare needs, and protect their health and safety. This includes:
* attending to pupils involved in minor accidents or incidents;
* attending to pupils’ hygiene and health requirements;
* protecting pupils from harm;
* Reporting incidents or matters of possible concern.

To work with small groups of pupils and to prepare and organise resources under the direction of the class teacher. This includes:

* preparing, issuing and maintaining lesson resource equipment and materials;
* photocopying of lesson resource materials;
* supporting small groups of pupils with tasks set by the teacher and monitoring their progress
* helping pupils to remain ‘on task’
* Be responsible for the auditing and maintaining of teaching resources for support groups in the class.
* To attend induction, staff meetings and relevant training opportunities.
* To take part in special events, outings and visits.
* To advise the Teacher of any matter requiring attention such as concerns about a child, or equipment needing repair or replacement.
* To implement all school policies including the equal opportunity policy.
* To familiarise yourself with all safeguarding procedures and policies and to implement them appropriately.
* To follow relevant dress code and professional behaviours expected when working in school.
* To be aware of confidential issues linked to home/pupil/teacher/school work and to keep the confidences appropriately – see safeguarding below.
* To assist with the preparation for school visits and with the supervision of children on such visits.
* To participate in arrangements made for the review of his/her performance under guidance from the National Teaching Assistant Standards 2016
* To provide support for the swimming teacher on a weekly basis.
* To provide comfort to sick children and to administer first aid as appropriate. As well as assisting children with their toileting needs, where necessary.
* To keep confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
* To participate in, and be subject to, annual LEC Performance Appraisal Reviews.
1. **OTHER DUTIES:**

**MANDATORY DUTIES:**

1. HEALTH & SAFETY- Personally responsible for ensuring that your actions and/or

omissions do not endanger the health, safety or welfare of yourself or others.

1. EQUAL OPPORTUNITIES - Personally responsible for Equal Opportunities awareness and carrying out the provisions contained in the Ministry of Defence (MOD-UK) Schools Equal Opportunities Policy.
2. School policies - Familiarise yourself with school policies which will assist the post holder to perform the post successfully, i.e. Child Protection, Well Being (pupil and Staff), Medication in School, Behaviour, subject and general staff policies.
3. To be fully conversant with all policies relating to health & safety, Safeguarding Children, Keeping Children Safe in Education (KCSIE) 2021 and Equal Opportunities.
4. **DRIVING OF DUTY VEHICLES**
5. The Job Holder is not required to drive duty vehicles.
6. The Job Holder is not required to operate Manual Handling Equipment (MHE) and hold the necessary qualifications
7. **SHIFT WORK/ROTATING SHIFT WORK**
8. Regular shift work or rotating shift work is not a feature of this post.

**6. WEEKEND WORK AND/OR PUBLIC HOLIDAYS**

Regular work on any day of the week and/or Public Holidays is a feature of this post. Hornbill School follows a calendar set by Defence Children Service (DCS) and therefore may be open on some Bruneian and UK Public Holidays and staff are required to attend work on these days.

**7. ON-CALL DUTIES**

This post does not require on-call duties to be carried out.

**8. MEDICAL**

A medical examination is required for this post and a medical certificate needs to be shared prior to the commencement of any employment. Also, medical examinations may be required in accordance with Health and Safety and Fit to Work provisions or other relevant BFB policies.

**9. REQUIRED PROFESSIONAL QUALIFICATIONS/EXPERIENCE**

a. Essential:

1. Encourage other staff and children to appreciate and value each other’s similarities and differences and teach them about the diversity in the immediate and wider community.
2. Good communication skills, both oral and written (in English), include the ability to communicate effectively with a variety of agencies.
3. Willingness to learn and undertake training.
4. Ability to maintain confidentiality and practise safeguarding responsibilities
5. Ability to work well as part of a team and maintain a high standard in professional conduct.
6. Ability to be digitally literate
7. Desirable
* Safeguarding Children
* First Aid training
* Food Hygiene Awareness Training
* At Least 1 years’ experience of working in within a primary setting
* National Vocational Qualification (NVQ) Level 2 or above
* The ability to speak Nepali

**10.** **COMPETENCIES**

Working Together

Improvement and Change

Planning and Managing Resources to Deliver Business Results

**11. HEALTH AND SAFETY AT WORK**

The wearing of Personal Protective Equipment (PPE) is not compulsory for this post.

**12. REDEPLOYMENT WITHIN THE GARRISON**

The **Job Holder** may be redeployed to any unit/department or temporarily detached to a different unit/department.

13. CONFIDENTIALITY AGREEMENT

All successful candidates will be required to sign the LEC Security Declaration upon engagement.

All successful candidates will be required to sign the Hornbill School Confidentiality Policy upon engagement.

14. TRAVEL EXPENSES

The Job Holder is not entitled to payments for miles driven to and from place of work to residence. If the employee is required to perform his/her duties outside the area he/she will be entitled to travel claims in accordance with the Regulations for Locally Employed Civilians (RLEC) once prior approval has been granted.

15. ORGANISATION

The Job Holder’s position in the organisation is shown below, but may change due to reorganisation or a redeployment and addition to staff at any time without any notice.

Headteacher

Deputy Headteacher

SENDCO

LSA 2

**Hours of Work: 30 hours per week for 190 days per year as per Hornbill School’s published timetable.**

 **Job Holder’s Signature** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date** . . . . . . . . . . . . . . . . . .

 **Name** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **Line Manager’s Signature** . . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date** . . . . . . . . . . . . . . . . . .

 **Name** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

 **Appointment** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .