

Suffolk Health Systems and Suffolk County Council Children and Young People's Services Department



Organisational and Professional Responsibilities for Specialist Learning Support Assistants Team

Co-ordination of Specialist Learning Support Assistants service:

Thomas Wolsey Special School is responsible for the co-ordination of the service. Time Tables for training schedules and placements will be submitted weekly to Matthew Brakenbury, Head Teacher.

School Attendance:

There is an expectation that individual children will make every effort to attend school for at least part of the day, unless they have an acute exacerbation of their chronic symptoms and they are deemed too ill to do so, when home learning support will be provided.

Hours of Work:

Monday to Friday – Term Time only. Specialist LSA's 37 hours weekly to be delivered between 0830 and 1630 HRS.

Meal and Comfort breaks:

Whilst in School the Specialist Learning Support Assistant should negotiate break periods with the class teacher. When receiving home learning support the specialist Learning Support Assistant will negotiate breaks with the child's parent.

- Breaks will include half an hour for lunch and a fifteen minute break in the morning
- Domestic activities will not be undertaken by the Specialist Learning Support Assistant whilst in the family home
- When working in the family home Specialist Learning Support Assistants can only be left for a maximum of 3hours as per the Local Education Authority 'Lone Working Policy'.

Home learning support:

If the child is absent from school due to acute illness the Specialist Learning Support Assistant will be contacted on day one to discuss the reason for absence and the likely length of time the child will be absent. On day two learning support may be commenced in the home. However, the child must be in the convalescent phase of the illness (i.e. not having a temperature, diarrhoea and vomiting or acute infection). Learning support will be provided for a maximum of 4 hours during the convalescence phase of the illness. If in doubt please contact the care co-ordinator for further advice.

Suffolk Health Systems and Suffolk County Council Children and Young People's Services Department

Professional Planning:

The Specialist Learning Support Assistant is required to attend 2 after school sessions each week with the class teacher to plan curriculum activities and discuss progress relating to the individual child in their care. The parents are responsible for ensuring arrangements are in place to collect the children from school, or relieve the Specialist Learning Support Assistant when home learning support is being provided.

Reporting Specialist Learning Support Assistant Absence:

Specialist Learning Support Assistants must inform the host Head Teacher when they are absent from duty and when providing home learning support, the parent's of the individual child. There is an expectation that Specialist Learning Support Assistants who job share will liaise with each other, in an attempt to provide learning support at the earliest opportunity to the individual child.

In the event of staff sickness, every effort will be made to provide cover from the specialist learning support assistant team. Where this is not possible parents will be informed at the earliest opportunity to discuss their child's attendance in school.

The Community Children's Nursing Team will not be responsible for providing alternative cover.

Illness:

If the condition of the child in the care of the Specialist Learning Support Assistant deteriorates whilst at school, the Specialist Learning Support Assistant must:

- Inform the classroom teacher, the parents and the Children's Community Nursing Team.
- The Specialist Learning Support Assistant must initiate specific procedures as per the child's individual care plan, to ensure safety and promote well being.
- In the event of a medical emergency which is **described in the individual child's Care Plan** the Specialist Learning Support Assistant will delegate another member of staff to call the emergency services.
- All the above processes should be documented in the child's care plan and the outcome clearly stated.

**Suffolk Health Systems and Suffolk County Council
Children and Young People's Services Department**

Contact Telephone Numbers

NAME	TITLE	TELEPHONE NUMBER
Kate Wood	Specialist Learning Support Care Co-ordinator	07850975326 01473 467603
Helen Hood	Deputy Care Co-ordinator Specialist Learning Support	07595087885 01473 467603
Matthew Brakenbury	Head Teacher Thomas Wolsey School	01473 467600
Charlotte Downing	Team Leader Children's Community Nursing Service	01473 329807
Sandy Ranson	Senior Education Officer SEN development	01473 264708
Julie Hattrell	Children's Commissioner for Suffolk Primary Care Trusts	01473 581545
Dot Cordle	Head of Children's Services Primary Care Trust	01473 275552

Suffolk Health Systems and Suffolk County Council Children and Young People's Services Department

Pathway for review process for eligibility for specialist learning support

