

Job Description

Job Title:	Learning Support Assistant (Level 3) for Moorfield ASC Resource Provision for pupils with autism spectrum conditions
Grade:	Salary: Level 3
Location of work:	Moorfield Primary School
Directly responsible to:	ASC Resource Teacher & Assistant Headteacher
Directly responsible for:	Supporting Teaching and Learning for children within the resource provision

Main Duties and Responsibilities/ Accountabilities:

Teach a small group of children in the resource base

1. To support the teaching of pupils attending the ASC Resource through the delivery of the National Curriculum which is suitably differentiated to meet their individual Special Educational Needs and Disability (SEND).
2. To support the day to day running of the resource.
3. To ensure the safety and well being of pupils in accordance with school policies.
4. To be involved in the devising, implementation, monitoring, reviewing and evaluating the Individual Education Plans (IEPs) and Escalation Plans of the pupils attending the resource.
5. To support the class teacher in the planning, organisation and delivery of programmes of work for use within the resource.
6. To support the class teacher in ensuring that accurate records of individual pupils academic, personal, social and SEND needs are kept, monitored and evaluated.
7. To attend the statutory reviews of the pupils attending the resource in accordance with statutory SEND Regulations, when appropriate.
8. To work effectively with other staff in the resource.
9. To work with outside agencies to ensure the effective delivery of programmes to develop key skills of pupils, including speech and language, sensory and social skills.
10. To work in partnership with parent/carers of the pupils attending the resource through the implementation of a variety of communication systems.
11. To involve pupils and their parents/carers in decisions about their learning and teaching outcomes, behaviour and attendance.
12. To know and comply with policies and procedures relating to Child Protection, Health and safety and security, confidentiality and data protection.

Facilitate the inclusion of the children into mainstream lessons

1. To provide support to mainstream school staff regarding the inclusion of pupils from the resource base into mainstream classes in the main school as directed by the resource class teacher.
2. To assist in the development, implementation and review of appropriate behaviour management strategies.

Support the whole school approach to managing ASC needs

1. To assist in the development of a whole school approach to developing an inclusive environment.
2. To follow health and safety risk assessments for pupils with ASC in line with school policy.
3. To work closely with the resource teacher in raising aspirations and learning outcomes for pupils with ASC in the school.
4. To maintain positive working relations with staff and pupils and provide a role model by presenting a positive role image and responding appropriately to individual needs.
5. To act upon advice from multi agencies and communicate this to the SENCO and relevant staff.
6. To participate in staff meetings and contribute to school decision making and consultation procedures.
7. To maintain good relationships with colleagues and actively promote team work.
8. To assist with assessment, pupil tracking and data analysis as required.

Continued Professional Development

1. To actively undertake ongoing continued professional development, particularly in the field of ASC and related conditions.
2. To attend INSET courses and meetings, as required.
3. To keep abreast of current research with regard to the teaching and learning of pupils with ASC.

To undertake any other such duties that are commensurate with the post.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Criteria	Essential	<u>Desirable</u>	<u>To be measured by</u>
Training	1. Teaching Assistant Level 3 or above qualification	<ul style="list-style-type: none"> Additional qualification or training in ASC 	<ul style="list-style-type: none"> Application
Experience	2.1 Proven ability in supporting inclusion of ASC children 2.2 Experience of, and commitment to, supporting and delivering effective safeguarding procedures	<ul style="list-style-type: none"> Experience of delivering a range of personal, social and educational interventions 	<ul style="list-style-type: none"> Application Interview
Understanding, Knowledge and Skills (General)	3.1 Knowledge of appropriate curriculum for all pupils 3.2 Knowledge and understanding of the SEN Code of Practice 3.3 Outstanding organisational and time management skills; the ability and professional confidence to prioritise, work independently and meet deadlines 3.4 Ability to form effective teacher/pupil relationships	<ul style="list-style-type: none"> Experience of planning using the following documents, <ul style="list-style-type: none"> EYFS Curriculum; Knowledge of the Primary Curriculum Nursery and Reception Profile National Curriculum Read, Write Inc. 	<ul style="list-style-type: none"> Application Interview Application Application
Understanding, Knowledge and Skills (School and role specific)	4.1 A clear understanding of the role of an LSA in a ASC Resource Provision 4.2 Understanding of how the learning environment influences learning and emotional well-being, with particular reference to pupils with ASC 4.3 Understanding of the use of effective strategies to develop good behaviour and emotional literacy in pupils with ASC	<ul style="list-style-type: none"> Willingness to be involved in extra-curricular activities and the wider life of the school 	<ul style="list-style-type: none"> Interview Interview Interview
Professional Values	4.1 Commitment to teamwork at all levels	<ul style="list-style-type: none"> Willingness to continue with professional development 	<ul style="list-style-type: none"> Application
Personal Qualities	6.1 The ability to be reflective and adaptable to changing circumstances and new ideas		<ul style="list-style-type: none"> Interview Application