**LEARNING SUPPORT ASSISTANT**

**Job Outline**

**Post Title: Learning Support Assistant**

**Section:** Birtenshaw

**Salary:** Equivalent to NJC Point 9 – 15 (pro rata) 15 £15,375 - £16,772

**Terms:** As per written statement of employment

**Report To:** Head Teacher

**Overall Purpose of Job**

To support the teacher in creating a learning environment that stimulates and encourages the best possible progress and the highest possible attainment for all children

To support the teacher in providing rich and varied learning experiences that build on children’s strengths, interests and aptitudes and develops key skills

# **Key Responsibilities**

**Children**

To support the teacher in providing a learning environment that meets the intellectual, sensory and personal development needs of children

To support the teacher in providing a learning environment that meets the spiritual, moral, social and cultural needs of children

To support the teacher in the establishment, evaluation and review of behaviour management strategies

To support children in the achievement of their individual learning and behaviour targets

To be responsible, in the absence of the teacher, for carrying out lessons and activities pre-planned by him/her

To contribute to the protection of all children from abuse

**Partnership Working**

To contribute to the development and maintenance of joint working between staff to the benefit of children and their family or carers

To contribute to the development and maintenance of joint working between partner agencies to the benefit of children and their family

**Staff Development**

To attend education staff meetings

To actively participate in probation, supervision and appraisal processes

To participate in Continuous Professional Development opportunities

To develop own knowledge and practice

**General**

To contribute to reviews and assessments and maintain accurate, up-to-date records as required

To implement school policies and procedures to ensure the health, safety and general welfare of children

To be responsible for the supervision of children when undertaking off-site activities

To fully utilise a range of ICT tools and resources to each child’s learning across the curriculum and to support administrative tasks as required

To carry out duties in an appropriate and professional manner

# **Key Tasks**

1. **Children**

Contribute to the assessment of individual children’s needs in conjunction with the class teacher

Support children to achieve learning objectives for each lesson and make accurate notes of progress

Observe and assess the development and behaviour of children

Contribute to the planning, implementation and evaluation of learning programmes to enable individuals to manage their behaviour

Prepare, implement and evaluate agreed therapeutic activities

Support children to address issues which affect their health and social well-being

Support children to maintain their personal hygiene and appearance

Promote each child’s social and emotional development

Promote each child’s sensory and intellectual development

Represent each child’s interests when they are not able to do so themselves

Support children experiencing a change in their educational requirements and provision

Establish and maintain relationships with parents/carers

Ensure the protection of individuals from abuse

1. **Partnership Working**

Promote effective, professional communication and relationships with partners

Act as an advocate to ensure the best possible outcome for each child

Establish and sustain working relationships with others as part of a multi-disciplinary team within the Trust and with stakeholders and outside agencies

1. **Staff Development**

Prepare for, attend and actively participate in probation, supervision, appraisal and staff meetings

Promote and participate in training and staff development opportunities

Contribute to the development and overall effectiveness of the education team

1. **General**

Maintain accurate, professional up-to-date records in-line with national requirements and school policies and procedures

Contribute to statutory annual education and looked after children reviews and other assessments such as EHCPs as required

Promote, monitor and maintain health, safety and security at work in-line with the relevant legislation

Carry out organisational objectives in-line with relevant legislation

Fully utilise a range of ICT tools and resources to support each child’s learning across the

curriculum

Fully utilise a range of ICT tools and resources to support administrative tasks as required

Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

To drive the organisation’s minibuses, when required, if Midas accredited

**Note**

**This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of senior managers in the future.**

**As a general term of employment, Birtenshaw may affect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee’s remuneration and status**.

**BIRTENSHAW**

**Person Specification**

**Post Title:** Learning Support Assistant

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| --- | --- | --- |
| **CATEGORY** | **Essential (E)**  **Desirable (D)** | **Application (A)**  **Interview (I)**  **Reference (R)** |
| **Skills** |  |  |
| Ability to form and maintain professional relationships with children | E | A + I + R |
| Ability to contribute to the provision of an effective learning environment | E | A + I +R |
| The ability to meet the intellectual, sensory and personal development needs of each child | E | A + I + R |
| Ability to work as part of a team | E | A + I |
| Ability to manage challenging behaviour in a positive way | E | A + I + R |
| Ability to work calmly in situations of crisis | E | A + I |
| Good communications skills (written and verbal) | E | A + I |
| **Knowledge** |  |  |
| Children with a learning difficulty | E | A + I |
| Children with an Autistic Spectrum Disorder | E | A + I |
| Child development and theory of attachment | D | A + I |
| Causes of challenging behaviour | D | A + I |
| Methods of addressing challenging behaviour and/or therapeutic interventions | D | A + I |
| **Attitudes** |  |  |
| Commitment to non-judgemental working with children | E | A + I + R |
| Acknowledgment of the potential for personal growth/change in every individual | E | A + I + R |
| Commitment to the promotion of the culturally and ethnically diverse ethos of Birtenshaw | E | A + I + R |
| **Experience** |  |  |
| Direct work with children/young people with a severe/profound learning difficulty in an educational setting | E | A + I + R |
| Direct work with children/young people with an Autistic Spectrum Disorder in an educational setting | E | A + I + R |
| Planning lessons and activities to meet identified learning objectives | E | A + I |
| **Qualifications** |  |  |
| NVQ Level 3 in Child Care and Education or equivalent (or willingness to work towards) | E | A + I |
| Youth and Community Certificate/Diploma or equivalent | D | A |
| **Special Requirements and Environmental Factors** |  |  |
| Good attendance and performance record | E | A |
| Commitment to work flexibly to meet the needs of the service | E | A + I |
| Actively promote a No Smoking environment across all sites and other company policies | E | A + I |