



Name	
Job Title	Learning Support Assistant
Grade	Band 2 (Range 11-16)
Reports to	Principal, Head of School, Class Teacher
Liaison with	Teaching staff, support staff, Principal, Head of School, pupils.
Job Purpose	To work in partnership with class teachers to assist pupils' with moderate learning difficulties and additional complex needs, in line with the curriculum, codes of practice and school policies & procedures.
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff Provide general support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.
Duties	<ul style="list-style-type: none"> • Interact with, and support pupils, according to individual needs and skills • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Establish positive relationships with pupils supported • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support pupils with activities which support literacy and numeracy skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • To attend to pupils' personal needs including help with social, welfare, care and health matters • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required • Assist with the development and implementation individual targets • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • Assist the teacher and other staff in the implementation of care programmes • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities • To assist with the preparation, maintenance and control of stocks of materials and resources • Liaise with staff and other relevant professionals and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits • To assist pupils during activities e.g. swimming, PE



General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.</p> <p style="text-align: right;">APRIL 2012</p>
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PERSON SPECIFICATION

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Have energy, commitment and a sense of humour • Commitment to meeting the needs of learners with a learning disability and complex needs • Be able to support the learning of all including those with challenging needs • Be able to work as part of a team • Be able to follow both written and verbal directions from Class Teacher • Be committed to implementing school policies and practices • Have good communication skills both verbal and written • Have an ability to relate effectively to learners, parents/carers and professional • Be willing to learn and take on new skills 	<ul style="list-style-type: none"> • Relevant qualifications • An understanding of the curriculum • Previous experience in either mainstream or special school • An understanding of the educational and developmental needs of children with learning difficulties • Self-confidence and initiative • Have the ability to support pupils' use of ICT
<p>A clean driving license and willingness to drive the school's mini-buses would be an advantage. (all drivers must pass ECC minibus test.)</p> <p>Please note that applicants should write their letter of application with specific reference to how they meet the above criteria.</p>	