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|  | | **Learning Support Assistant**  **Grade 3: Point 5**  **29.58 hours per week / 39 weeks per year** |
| **Core Purpose** | | |
| To work as part of the Inclusion Team in supporting and including students with learning difficulties/disabilities into mainstream classes | | |
| **Specific tasks** | | |
| **(a) In relation to the individual student:**   * To develop an understanding of the special educational needs of the student concerned. * To take into account the student’s special needs and to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials. * To build and maintain successful relationships with the student, treat them with respect and consideration. * To help promote independent learning. * To help reinforce learning. * To assist students with their physical/medical needs. * To help students record work in an appropriate way. * To develop study and organisational skills. * To help keep the students on task and well-motivated. * To model good practice. * To help build the student’s confidence and enhance self-esteem. * To monitor the social, emotional and physical wellbeing of the student. * Supporting and supervising educational games, sports, crafts and other practical activities. * Helping children with their reading. * Helping out on school trips. * Helping children who need extra support to complete tasks.   **(b) In relation to the Teacher**   * To prepare students beforehand for a task. * To use differentiated activities with identified groups. * To support the teacher in implementing specific teaching programmes. * To supervise practical tasks. * To carry out structured classroom assessment/observation and feedback outcomes to teaching staff. * To be involved in keeping records and evaluating identified students’ progress. * To provide support to other students in the class as directed by the class teacher. * To support teachers in managing class behaviour. * To supervise small group activities   **(c) In relation to the School**   * To work as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate. * To support and implement school policies and procedures (including those relating to confidentiality and behavior). * To identify personal training needs and to attend appropriate internal and external in-service training. * Any other tasks as directed by the Principal which fall within the remit of the post e.g. First Aid, Moving and Handling and on occasions to be available to provide cover for absent colleagues. | | |
| **Person Specification** | | |
| Essential   * GCSE A\* - C in maths and English * Evidence of having worked with children in some capacity; this could be as a parent/carer. * A positive interest in working with children. * Ability to get the best out of children. * A sense of humour. * Adaptability and creativity. * Able to work on your own and as part of a team. * Ability to build good working relationships with a range of colleagues and children. * A clear communicator. * Ability to work calmly. * Caring and dedicated. * Energy, enthusiasm and patience. * The ability to manage groups of children and cope with challenging behaviour. * A good attendance record. * Evidence of the stamina required to cope with the physical demands of the post.   Desirable   * Qualifications in ICT * Moving and Handling * First Aid * Personal Care * Experience of working with children with SEN, preferably secondary school age. * A general knowledge of working with children with Special Educational Needs. * Experience of working with/caring for children with disabilities. | | |
| **Line Manager:** | Special Educational Needs and Disabilities Coordinator (SENDCo) | |