

Job Description

Job Title	Learning Assistant (Special)
Grade	2020 Scale 3 (2019 Band 2 (to mid-point))
Reports to	Headteacher, Class Teacher, SENCO,
Liaison with	Teaching staff, support staff, Headteacher, pupils. Outside agencies e.g. School Nurse, Social Services
Job Purpose	To work in partnership with class teachers to assist pupils' with complex and medical needs and to support with their care and learning in line with the health care plans and one plans, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff Provide support to pupils with communication, social, sensory or physical, medical difficulties.
Duties	<ul style="list-style-type: none"> • Understand and interact with, and support pupils, according to individual specific 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 • Attend to pupils' personal needs including help with social, welfare, care and health matters • Participate in the implementation of an agreed pattern of sensitive, effective care and control, to provide the children with a secure, safe and stimulating environment conducive to physical, emotional, educational and social development, so that pupils enjoy a calm and relaxed experience. • 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. • Exercising adequate control and supervision of children, particularly in relation to lunch and break-times and during the daytime as required. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • Support learning by selecting appropriate resources/methods to facilitate agreed learning activities

	<ul style="list-style-type: none"> • Administer any prescribed medication in accordance with directions of the school nurse or other authorised member of school staff. • Respond to an emergency situation. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate • Assist with escorting pupils on educational visits • This job description is neither exclusive nor exhaustive.
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • To attend relevant training and take responsibility for own development • To 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 • To 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

LEARNING SUPPORT ASSISTANT (SPECIAL)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Good knowledge of First Aid and understanding of School policies
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty, medical or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information

		Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role