

Job Description

Function:	School Services, Doucecroft School
Job title:	Learning Support Assistant
Reports to:	Class Teacher and Senior Learning Support Assistant
Responsible for:	No other staff members
Hours of work:	38.5 hours, Monday to Friday, 39 weeks per annum (term time only) plus 3 days per annum during school holidays
Holidays:	School holidays, less 3 days
Contract Type:	Permanent

Main Purpose of Post

To directly support the students in their learning environment; in the classroom, and break periods and lunch times as part of a team of Learning Support Assistants. Working closely with the Teachers and Teaching Assistant at all times you will assist and contribute to the lessons, as well as play an active role in completion of schemes of work, individual student plans etc. Working with small groups of students across the age and ability range both in group settings and individually on the school site. Taking an active role in supporting students involved in a range of physical activities throughout the academic year.

Specific Responsibilities

- To contribute to the smooth running of the educational setting
- To comply with and promote to others, the policies and procedures relating to the school, specifically those relating to child protection, safeguarding, health and safety, security, confidentiality and data protection.
- Maintain an awareness of, and interest in, the developments within the field of curriculum development for students with autistic spectrum disorders
- Provide a high quality and specialised service to students
- Treat each student with respect and dignity whilst being sensitive to individual needs, strengths and difficulties
- Assist in keeping careful and accurate records
- Retain an up-to-date knowledge of each student's stage of development with regard to assessment, communication, IEPs and management programmes and share information with colleagues as might be appropriate

- Support the Class Teacher in planning and preparing for educational visits and school journeys and subsequently accompany students on such visits
- Ensure student and staff safety is maintained at all times. Being able to manage challenging and unpredictable situations is essential
- Work with students on an individual or small group basis alongside colleagues (and in the company of visiting parents, professionals and volunteers) at lunch time
- Analyse and simplify tasks and present information in a meaningful and appropriate manner to each student
- Liaise closely with the Class Teacher and Teaching Assistant at all times
- Work closely with the Class Teacher and other staff
- Maintain close links with other Learning Support Assistants
- Liaise with all colleagues, both on a formal and informal level and work and communicate effectively with others as part of a team to maintain harmonious interpersonal relations.
- Play a full part in building good relationships with other staff and students and with parents/carers and external bodies, but at all times to communicate effectively and maintain professional boundaries
- Have a basic understanding of autism and treat students with dignity and respect and to be aware of the vulnerability of students at the school
- Promote the safety and wellbeing of children and young people
- Be observant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type that you witness or hear about
- Contribute to good communication by checking email, notice board, and diaries every time you are on duty to check for information you need to know; attending meetings as required and; making sure you inform other people of things that are likely to be useful to them in their jobs

Person Specification

Education and qualifications

Essential	Desirable
Maths & English at GCSE, Grade C or above	NVQ Level 3 Supporting Teaching & Learning
	Team Teach
	CIEH Level 2 Award in Food Safety
	Emergency First Aid 1 Day Course
	Clean Driving Licence with 2 years driving experience

Knowledge and Experience

Essential	Desirable
Relevant experience working with students with autism or learning disabilities in an educational setting	Assisting in the delivery of national curriculum subjects to students with additional needs

Supporting students who exhibit challenging behaviour	
Child care and child development	Approaches to teaching students with autism
Experience of supporting pupils with high levels of anxiety	National Curriculum requirements
	Augmented communication systems

Practical Skills and Abilities

Essential
Ability to maintain accurate records
Observational and organisational skills
Good written and oral verbal communications skills
Able to work in stressful situations
Good interpersonal skills with ability to react with sensitivity and empathy when appropriate
Ability to remain alert and respond to unexpected change
Calm, firm and patient manner

Personal Skills and Qualities

Essential
Commitment to the role with ability to attend work reliably and punctually
Self-motivated
Ability to make decisions, encourage, motivate and advocate for others
A flexible, positive, energetic, enthusiastic and proactive approach
Display a tactful and diplomatic approach when dealing with individuals
Ability to react with sensitivity and empathy when appropriate