

Job Description

Function:	School Services, Doucecroft School
Job title:	Learning Support Assistant
Reports to:	Class Teacher
Responsible for:	No other staff members
Hours of work:	38.5 hours per week, Monday – 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 learners 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 learners across the age and ability range both in group settings and individually on the school site. Taking an active role in supporting learners involved in a range of physical activities throughout the academic year.

Specific Responsibilities

- Contribute to the smooth, safe and effective running of the educational setting.
- Comply with and promote school policies and procedures, particularly those relating to safeguarding, child protection, health and safety, security, confidentiality and data protection.
- Provide a high-quality, specialised service to learners, treating each individual with dignity, respect and sensitivity to their needs, strengths and vulnerabilities.
- Promote the safety and wellbeing of children and young people, remaining vigilant and reporting any concerns or incidents of abuse in line with safeguarding procedures.
- Maintain up-to-date knowledge of autism, learners' developmental stages, assessment outcomes, communication needs, IEPs and behaviour management programmes, sharing information appropriately with colleagues.
- Support learning by working with learners individually or in small groups, analysing and adapting tasks to present information clearly and meaningfully.
- Assist with accurate record keeping and effective communication, including checking emails, diaries and notice boards, and attending meetings as required.

- Work closely and collaboratively with the Class Teacher, Teaching Assistants, Learning Support Assistants and wider staff team, maintaining positive professional relationships.
- Support educational visits and school journeys through planning, preparation and supervision, ensuring learner and staff safety at all times, including in challenging or unpredictable situations.
- Build positive relationships with students, parents/carers, professionals and external agencies while maintaining clear professional boundaries.

Person Specification

Education and qualifications

Essential	Desirable
Maths & English at GCSE, Grade C or above	NVQ Level 3 Supporting Teaching & Learning
	Team Teach
	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	Augmented communication systems
Child care and child development	

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

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