St John's Gosport C of E Primary School

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

St John's Gosport C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Grade C

Hours: 27.5 hours – 8:30am – 3:00pm

Contract type: Temporary – linked to a SEN child.

Reporting to: Headteacher and assigned class teacher

Responsible for: Pupils who have special educational needs

Application Closing Date: Friday 4th December

Interview Date: Thursday 10th December

Start Date: as soon as possible after interview and DBS checks complete (Jan 27)

Main purpose

To provide learning and care support for an individual pupil with special educational needs (SEN) to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management.

Duties and responsibilities

Supporting the pupil

- Build a positive relationship with the pupils, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education, support and care plans
- Intimate care as needed.
- Support the pupil with their social, emotional and mental health needs, escalating concerns where appropriate

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the pupil's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- Promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the pupil's learning
- Through observations, provide regular feedback to teachers on the pupil's progress, attainment and barriers to learning
- Monitor, record and report on progress and attainment
- Read and understand lesson plans shared prior to lessons, if available

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, pupils, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience (Desirable)	• Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Ability to build effective working relationships with pupils and adults › Skills and expertise in understanding the needs of all pupils › Knowledge of how to help adapt and deliver support to meet individual needs › Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils › Excellent verbal communication skills › Ability to work as part of a team and to be flexible in their approach to daily routines › Active listening skills › The ability to remain calm in stressful situations › Able to supervise children and adhere to defined behaviour management policies › Knowledge of guidance and requirements around safeguarding children › Good ICT skills, particularly in using ICT to support learning
Personal qualities	› Enjoyment of working with children › Sensitivity and understanding, to help build good relationships with pupils › A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school › Commitment to maintaining confidentiality at all times › Commitment to safeguarding pupil wellbeing and equality › Resilient, positive, forward looking and enthusiastic about making a difference › Capacity to inspire, motivate and challenge children and young people › Commitment to upholding the Christian values of the school

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____