**RIVERSIDE COMMUNITY SPECIAL SCHOOL**

**Learning Support Assistant 3 Job Description**

Riverside is a Hampshire County Council school for primary aged children who have moderate and complex learning difficulties. Approximately one third of the school population has a diagnosis of Autism. The school works with other agencies to inform and assess pupils and supports families in the decision-making process relating to their child’s future education. Working in partnership with parents and outside agencies is seen as key to the success of the work being undertaken with the children.

The work of the school focuses on enabling each child to achieve his/her maximum potential and raise their self-confidence and self-esteem.

There is an emphasis on promoting a positive environment in which the rights of each individual are respected and that everyone is enabled and encouraged to become aware of their responsibilities.

The staff work as a team to further develop the school’s provision, recognising that to maintain the high quality education offered by the school it is important to address the needs of the changing population and their families.

At Riverside:

 We work together as a motivated and dedicated team to make a difference to our children, families and community.

 By placing wellbeing at the centre of all that we do, pupils are taught to manage their differences and flourish as individuals

 We provide a wide ranging and meaningful curriculum with an emphasis on communication and language skills

 Celebrating our achievements is really important to us.

 Governors act as critical partners, working with us to create the forward momentum for this outstanding school.

**Job Title: Learning Support Assistant (3)**

**Pay Range: Grade D (1-5)**

**Hours: 33.75 hours per week (+1 hour on a claim basis)**

**Job Purpose:**

* To support the Assistant Headteacher in the organisation and management of staffing to cover absence.
* To support the Assistant Headteacher in ensuring that all children have adequate supervision to keep them safe and to support learning and emotional wellbeing.
* To work with class teachers to deliver high standards of teaching and learning, care and support to children and young people within the school.
* To facilitate pupils educational, physical, emotional, psychological and recreational development.
* To lead the class if required (sickness cover, meetings, annual reviews)

**Main Responsibilities:**

* To arrange cover for staff who are absent, liaising with supply agencies to source personnel.
* To inform Teachers of cover arranged each day.
* To maintain accurate records (MS Word or Excel) for SLT and HR.
* To liaise with SLT regarding staffing issues
* To teach and support groups and individuals across the school
* To work with the class teacher(s)
* To prepare lessons under the guidance of a class teacher
* To prepare a range of interesting and stimulating resources for pupils to encourage them to engage in their learning.
* To support, teach and assist pupils with their personal needs
* To encourage pupils to interact and work together
* To promote independence for pupils whilst employing the school strategies and systems to recognise and reward progress and achievement
* To support and oversee individual pupils (pupil premium funding)
* To provide positive feedback to pupils in relation to progress and achievement
* To work with pupils who need support with their wellbeing and relationships.
* To work with pupils who require support for their sensory integration and preparation for learning.
* Promote positive values, attitudes and appropriate behaviour, dealing promptly with conflict and incidents in line with the school’s behaviour policy
* Encourage pupils to work actively towards resolving conflict
* To keep records, as agreed, contributing to the tracking of pupil progress and achievement within a lesson.
* Liaise with parents/carers as necessary
* Be aware and comply with policies and procedures relating to child protection, health and safety and security
* Ensure that all pupils have equal access to opportunities to learn and develop
* Actively contribute to the overall ethos of the school.
* Undertake training as required
* Undertake playground and supervision of pupils as necessary.
* Uphold professional standards, confidentiality and respect for the school.
* Respect the importance of confidentiality as part of the Office/front of house Team.

Signed:

LSA3: Head teacher:

Date: Date: