

JOB DESCRIPTION

TITLE OF POST: Learning Support Assistant or HLTA for pupils with SEND including Autism
SALARY: £8.50 per hr term time only (34 weeks)
8.30am – 4.30pm Mon-Wed
8.30am – 3.30pm Thurs-Fri

INTRODUCTION

The purpose of this document is to clarify the College's expectations of the member of staff through a discussed agreement. The Job Description and allocation of particular responsibility may be amended by agreement from time to time.

EMPLOYMENT

The responsibilities of the post are to be performed in accordance with the conditions of the Assistant's Contract of Service and within the range of duties set out in this document.

ACCOUNTABLE TO

Headmaster, Deputy Head Academic and SENCo

JOB PURPOSE

To assist and support pupils with SEND within the Primary school.

RESPONSIBILITIES OF THE POST

The Learning Support Assistant's (LSA) main role is to provide support for the pupils in the Primary school. The LSA will ensure that the pupils can integrate as fully as possible in class and make progress.

Supporting the pupil:

- To provide learning support for the pupil/pupils in class or in withdrawal situations, either 1:1 or small groups.
- To support the pupil/ pupil's using a multi-sensory approach, according to individual learning style.
- To develop knowledge of the particular needs of the child/children and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo or other outside agencies.
- Motivate and encourage the pupil/pupils to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

Supporting the Primary Team and SENCO:-

- To work as part of the team to ensure that the well-being and personal development of the pupils enhances their learning opportunities and life skills.
- To attend planning meetings with the class teachers to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the class teachers, SENCo and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupils' annual reviews by providing progress information.

Supporting the School:-

- To provide break and lunchtime supervision.
- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the pupils.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the Head Teacher, SENCo, Deputy Head Academic and Class Teachers.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake all duties reasonably requested in a manner consistent with the mission and aims of Slindon College.

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headmaster may reasonably require.

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College she/he must report any concerns to the school's designated child protection officer.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.

SLINDON COLLEGE

PERSON SPECIFICATION

JOB TITLE: Learning Support Assistant for pupils with SEND including Autism

| Essential | Desirable |
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| <p>Educated to GCSE level including English & Maths at grades A*-C or equivalent.</p> <p>Good numeracy and literacy skills.</p> <p>Ability to act in an understanding and patient manner with children who find conforming to rules and expectations difficult.</p> <p>Ability to motivate pupils.</p> <p>Ability to be flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might behave.</p> <p>Ability to work as part of a team and communicate clearly with pupils, staff and parents.</p> <p>Ability to carry out a wide variety of non-teaching and welfare tasks.</p> <p>Ability to deal in a professional manner with all internal and external contacts.</p> <p>Ability to maintain a caring and professional approach in working with children.</p> <p>Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.</p> <p>Computer literate.</p> | <p>Previous experience of working within an educational setting with young people with SEN, including Autism</p> <p>An understanding of issues relating to children who have special educational needs e.g. autism, ADHD, dyslexia etc.</p> <p>Willingness to undertake further training, particularly with regard to the SEN function of the school.</p> <p>Good understanding of school structure.</p> |