**Responsible to**: Assistant Headteacher for Inclusion and Class Teacher

**Scale:** Level 2 – Salary £18,383 PA

**Hours**: 8.45am-3.15pm Monday- Friday 38 weeks per year.

**Length of Contract:** Specific Purpose

**JOB DESCRIPTION**

**Whole School Support**

* ﻿﻿To uphold the school's ethos and mission to ensure that every child is the best that they can be.
* To promote the school's commitment to safeguarding by following all procedures and guidance.
* To demonstrate professionalism in all aspects and understand the importance of confidentiality.
* To work as part of a team to ensure the inclusion of all children in every aspect of school life.

**Direct work with pupils:**

* To provide empathetic individual support to a child in Early Years so that they can achieve the desired outcomes.
* To implement the strategies recommended by the teacher, Inclusion Leader and other professionals.
* To differentiate planning and delivery of support to match the particular needs of the child.
* To maintain records that illustrate progress, identify next steps in learning and inform report writing.  
  To support with personal care (toileting, lunch) if required.
* To create and maintain resources which enhance teaching and learning.

**Collaboration:**

* To work alongside other professionals such as Speech and Language Therapist, Occupational Therapist and Educational Psychologist
* To provide timely and relevant information to parents/carers and be responsive to information from home
* To actively seek and listen to the views of the child about every aspect related to school life
* To undertake any duties or training as required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided Headteacher, Assistant Headteacher for Inclusion or Governing Body in the context of the school's changing needs.

**PERSON SPECIFICATION**

**Job title:** Learning Support Assistant

**Qualifications / experience:**

* ﻿﻿Experience of working with infant children with additional needs, including
* Special Educational Needs and English as an Additional Language
* ﻿﻿Training in relevant learning strategies to support children with additional needs
* Teaching Assistant NVQ qualification or equivalent is desirable
* Excellent literacy and numeracy skills, demonstrated by appropriate qualifications or other evidence
* Team Teach or similar qualification is desirable

**Knowledge and understanding:**

* Some Knowledge of the foundation stage Curriculum and National Curriculum
* Some knowledge of the SEN Code of Practice and Special Educational Needs
* An understanding of the need to respect and promote equality of opportunity for children from a range of backgrounds and with a range of needs

**Skills and abilities:**

* ﻿﻿Ability to adjust communication to match the level of understanding of the child
* ﻿﻿Ability to work as part of a team in a collaborative and positive manner
* Positive approach to behaviour management and willingness to follow advice
* Able to offer constructive feedback and build self-esteem and resilience
* Ability to write reports that are factual and grammatically accurate
* ﻿﻿Able to use IT effectively to support learning
* ﻿﻿Ability to use initiative

**Personal qualities:**

* Empathetic and caring
* Passionate about children and child development
* Committed and reliable
* Willing and flexible attitude towards supporting others
* Energetic