**North Somerset Council**

**JOB DESCRIPTION**

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| **SCHOOLS**  **Westhaven School** | **SECTION**  **Teaching & Learning Support** |
| **JOB TITLE**  **Learning Support Assistant - Secondary** | **GRADE**  **JG3** |

**JOB PURPOSE:**

To support pupils with additional educational needs (A.E.N.) as part of our secondary team. As well as supporting pupils with their academic progress, the role will involve supporting social and emotional progress during social times.

**ORGANISATIONAL CONTEXT**

The post holder is expected to work effectively with teachers, support staff and other professionals and to contribute positively to the overall personal education plans for the students under the guidance of a classroom teacher.

**MAIN RESPONSIBILITIES**

1. Deliver classroom support for pupils as planned and supervised by teachers, demonstrating flexibility and an ability to adapt to the needs of the children
2. To model excellent communication and interpersonal skills
3. Support colleagues by assisting with resource preparation, display and care and support of pupils including health care
4. Keep records of work in order to provide feedback and general support
5. Undertake activities as directed by teaching staff using differentiated resource materials in order to meet the needs of individual students. Participate in team planning & development of resources
6. To work with tutor teams to differentiate materials and delivery so that the pupil(s) can make good progress
7. Provide support to improve levels of inclusion and achievement for students with A.E.N. through direct support for students.
8. To contribute comments on EHCP paperwork relating to progress and achievements
9. To support children within the setting with their personal care requirements

**Generic Items**

To undertake any other duties commensurate with the grade of the post. To be aware of and understand the Council’s Comprehensive Equality Policy and Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

**WORK CONTROL, SUPERVISION AND WORK PLANNING**

Working under the supervision of a teacher or HLTA Coordinator, assist in tracking progress to evaluate the effectiveness of interventions

**CONTACTS AND COMMUNICATION SKILLS**

The post holder will have regular contact with students, families or carers and colleagues. The post holder must have the ability to engage and build relationships with students, colleagues and parents/carers.

**QUALIFICATIONS AND EXPERIENCE**

(Please see the attached person specification)

**GENERAL**

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

***Additional information***

Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the school they may on occasions be exposed to information that they may find upsetting.

**PERSON SPECIFICATION**

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| **ASSESSMENT CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A\*-C or Level 2, on the national vocational framework | Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification |
| **WORK RELATED EXPERIENCE** | Experience of working with children | Experience of working with school-age children with A.E.N ideally in a school context |
| **OTHER RELEVANT EXPERIENCE** | Basic ICT skills | Confident in using the G-Suite IT package |
| **SPECIALIST KNOWLEDGE** | Awareness of the barriers to learning experienced by children with A.E.N | Knowledge and experience of PECs, Makaton, British Sign Language and Widgit symbol  A good understanding of how pupils with A.E.N. learn and need to be supported, with a particular focus on ASD and ADHD, SLCN  Secure understanding of safeguarding |
| **JOB RELATED SKILLS** | Ability to work flexibly within a team and motivate students  Demonstrate a calm and positive “can do” attitude  Reliability, motivation and resilience under pressure | Some knowledge of   * Child Protection procedures * A.E.N code of practice |
| **PERSONAL SKILLS** | Excellent and effective communication skills |  |
| **SPECIAL WORKING CONDITIONS** | Flexibility to work across the school as the need arises |  |
| **OTHER** | Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed) |  |