**JOB DESCRIPTION FOR: Personalised Learning Assistant**

**REPORTS TO: Principal**

**GRADE: Band 4 & SEN Allowance**

**JOB PURPOSE**:

To enable pupils with a wide range of complex needs to access learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.

To promote the development of the physical and mental wellbeing of pupils as directed by a teacher.

Contribute to the effective organisation of the school with administrative and clerical support.

**KEY ACCOUNTABILITIES**

* To work effectively within the Trust to ensure the Trust’s vision is upheld in all aspects of the role.
* To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
* There is a relentless focus and active promotion of all aspects of Safeguarding including; Child Protection, Child Welfare and Health & Safety
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc. the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* To work with colleagues to achieve Trust objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of your own development needs.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

**Curriculum support**

* Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes.
* Preparation of materials/equipment (e.g. books, pencils, art supplies, games, AVA equipment), preparing and clearing up activities with the pupils.
* Maintaining classroom resources and designated areas.
* Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils’ learning.
* Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress.
* Assist pupils to develop their independence.
* Support the use of IT as a tool to enable learning.
* Arrange classroom to create a positive learning environment including classroom displays.
* Work with individual children to carry out therapy programmes, designed and supervised by the therapist.
* Assist pupils with personal and intimate care and other self-help skills including changing as necessary.
* When appropriately trained, in agreement with the Principal, to administer any medical interventions as requested.
* Assist in the supervision of children in the playground, supporting the teacher in ensuring the maintenance of high standards of behaviour. Work on play skills with individual children.
* Assist at lunch time either in the hall helping and encouraging children to learn the social skills of mealtimes, or in the playground encouraging co-operative interaction.
* To undertake ongoing training as required, e.g. on the lifting and handling involved in manual handling tasks.

**General school support**

* Be involved in extra-curricular activities (e.g. clubs, activities, trips, open days, presentation evenings).
* Within the working day be available to support teaching staff through the production of teaching resources.
* Attend all staff meetings and professional development sessions as required.

**ADDITIONAL RESPONSIBILITIES & REQUIREMENTS**

Support the aims, values, vision, mission and ethos of the academy/trust and participate in a team approach to all aspects of Trust life. Attend meetings and training sessions as required. Be involved in extra-curricular activities, e.g. open days, academy events.

Solent Academies Trustis committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

Solent Academies Trust is committed to the safety and well-being of all staff and pupils and as such the post holder will need to be aware of health and safety issues and act in accordance with Health and Safety policies.

Solent Academies Trust is committed to the implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities.

This list is not exhaustive and other duties may be required as part of the role, at the discretion of the Principal and commensurate with the grade and level of responsibility.

# Person Specification for post of: Personalised Learning Assistant

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| **Personal qualities** | * Empathy for children with special needs * Patience, understanding, caring, sense of humour |
| **Qualifications/ Experience** | * Experience of working with children/young people. * Recent experience of working in a school. * A good standard of written and spoken English that supports pupils’ learning. * Experience of relevant age group. * Experience of working with children with special needs. |
| **Knowledge** | * An understanding of the varied needs of children as they develop socially and academically. * A knowledge of behaviour management techniques that support school and classroom practices. |
| **Skills and Aptitudes** | * A commitment to promoting equal opportunities and meeting individual needs. * Awareness of confidentiality. * Ability to work as part of a team. * Able to manage time effectively. * Ability to be flexible to the needs of the children. * Effective communication, interpersonal and organisational skills. * Ability to use ICT/the internet and email to support pupils’ learning. * Able to use ICT to store and retrieve data. |
| **Training and professional development** | * Willingness to take part in appropriate training and personal and professional development |

*Solent Academies Trust (Mary Rose Academy, Cliffdale Primary Academy, Redwood Park Academy, Littlegreen Academy) are committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced Level will be required prior to any offer of employment.*

Signed Employee……………………………………………………….Date……………………….

Signed Manager…………………………………………………………Date………………………