

## Job description



<b>Job title</b>	Practitioner (Learning Support Assistant)				
<b>Service Area</b>	Gearies Primary School		<b>Function</b>		
<b>Team</b>	Practitioner (SEN)	<b>Hours</b>	32 hours per week	<b>Grade</b>	LBR3
<b>Reports to</b>	Class teachers and SENCO				
<b>Responsible for</b>					
<b>Purpose of job</b>					
To work under the direction of the class teacher to support the education of children across the school. To support children with additional learning needs under the direction of the SENCO and/or class teachers.					
<b>Main duties and responsibilities</b>					
<p>The nature of this work is especially sensitive and therefore the Practitioner must not discuss any children or their work with people outside of the school.</p> <p>Duties will include the following:</p> <ul style="list-style-type: none"> <li>• working in collaboration with the children's class teachers</li> <li>• contributing to records kept on pupil progress</li> <li>• discussing how the children cope with their work with the SENCO and class teachers</li> <li>• directing allocated tasks with the children</li> <li>• be responsible for the welfare, well-being and discipline of the children in the school</li> <li>• to have a consistent, positive approach to all aspects of school life</li> <li>• safeguard children's health and safety</li> <li>• follow all procedures in the Health and Safety document of the school</li> <li>• discuss with the Child Protection co-ordinator suspected abuse or signs of non-accidental injury</li> <li>• cater for the personal needs of SEN children (including personal care and toileting)</li> <li>• support children during the lunch period and contribute to the work of the support staff on duty at that time of day</li> </ul> <p>The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Head Teacher may require.</p>					
<b>Signature</b>		<b>Name</b>		<b>Date</b>	

## Person specification



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<i>Weighting: Essential, Desirable</i>					
<b>Selection Criteria</b>					<b>Weighting</b>
<b>Education and Qualifications:</b>					
Level 2 qualification in a relevant field					Essential
English Language and Maths GCSE at grade C or higher (or equivalent)					Essential
<b>Experience/Knowledge/Skills/Competencies:</b>					
The successful candidate will:-					
<ul style="list-style-type: none"> <li>• enjoy working with children</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• have experience of supporting children with special needs including managing personal care and toileting needs</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• be able to communicate clearly verbally and in writing</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• be able to work collaboratively with others as a part of a team</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• be able to take initiative with workloads</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• be able to follow instructions accurately</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• have an understanding of the needs of our culturally diverse community</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• be willing to learn and develop own skills and knowledge</li> </ul>					Essential
<ul style="list-style-type: none"> <li>• have a good understanding of classroom ICT</li> </ul>					Essential