

North Somerset Council

JOB DESCRIPTION

SCHOOLS	SECTION Teaching & Learning Support	
JOB TITLE Learning Support Adviser (Qualified)	POST NO	GRADE JG3

1. **JOB PURPOSE:**

To support and contribute to the inclusion of pupils including those with additional educational needs (S.E.N.) in collaboration with the designated team within the school.

2. **ORGANISATIONAL CONTEXT**

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

3. **MAIN RESPONSIBILITIES**

- (i) Deliver classroom support for pupils planned with and supervised by teachers
Individual and small groups
- (ii) Provide appropriate level of support needed by pupils to promote independent learning. Work with teachers and teams to differentiate materials and delivery.
- (iii) Contribute to the planning, monitoring and assessment cycle for age range/s.
Contribute to IEPs, PSPs and EHCP reviews
- (iv) Involvement in home/school contact with parents and carers under the supervision of Team Leader.
- (v) Contribute to support and study groups timetabled outside of lesson time.

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.

4. WORK CONTROL, SUPERVISION AND WORK PLANNING

Working under the supervision of a teacher, assist in the development and delivery of the classroom activities including those for children with IEPs and track progress to evaluate effectiveness of interventions across the academic year.

5. CONTACTS AND COMMUNICATION SKILLS

The post holder will have regular contact with students, families or carers, colleagues and other professionals from partner agencies.

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

6. QUALIFICATIONS AND EXPERIENCE

(Please see the attached person specification)

7. 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.

8. 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.

Some posts require the post holder to exert more physical effort and or strain than that which is normally used in a standard office environment. *For example, intimate care of children and for those Team Teach trained, the use of restraint techniques.*

Some posts require the post holder to work in unfavourable environmental conditions that are worse than those experienced in a standard office environment. For example, intimate care of children and some emergency cleaning duties ie when there has been an illness.

PERSON SPECIFICATION

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 or achieved NVQ/VRQ Level 3 Teaching Assistant qualification.
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	Considerable experience working as a Learning Support Assistant in a school or other child care facility eg Nursery	Extensive experience as a Learning Support Assistant in a school with a specialism in specific developmental or behavioural initiatives Working with students of any age within an appropriate context.
OTHER RELEVANT EXPERIENCE		
SPECIALIST KNOWLEDGE	Basic ICT skills.	
JOB RELATED SKILLS	Excellent and effective communication skills. Have a working-knowledge of child development Be able to effectively support and assist children to develop their self-esteem and confidence.	
PERSONAL SKILLS	Ability to work flexibly within a team and motivate students. Demonstrate a positive attitude. Reliability, motivation and resilience under pressure. A commitment to promote and maintain the ethos, values and aims of the school	Some knowledge of <ul style="list-style-type: none"> • ECM • Child Protection procedures • S.E.N code of practice Occasional attendance at events beyond school hours, by agreement.

	Effective communication and organisational skills High expectations of behaviour and achievement Attendance at directed times.	
SPECIAL WORKING CONDITIONS		
OTHER	Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed)*	

* delete as appropriate

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