

JOB DESCRIPTION

Post Title	Learning Support Assistant
Salary Scale / Grade	Scale 2
Hours/Weeks Per Year	18 hours per week, term time only
Primary Workbase (If specified)	Carisbrooke College – Autism Spectrum Resource Centre (ASRC)
Responsible to	Operational Co-ordinator

Purpose

To work under the direct instruction of the Operational Co-ordinator, the Curriculum Co-ordinator and when appropriate teaching staff, usually within the classroom environment, to support access to learning for student(s) and to provide general support to the teacher in the management of students and the classroom.

Key Accountabilities

Support for student(s)

- Evaluate student responses to activities and share with relevant staff to support student's needs.
- Attend to ASRC students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support the students, ensuring their safety and access to learning.
- Establish good relationships with students, parents and professionals, and be aware of and respond appropriately to, the individual needs of the students.
- Promote the inclusion and acceptance of all students.
- Encourage ASRC students to interact with others and engage in activities led by their teachers.
- Encourage students to act independently as appropriate.
- Support students in fostering independence and / or social skills.
- Monitor and record progress of students and undertake assessments to identify students who need extra help, for example, to overcome emotional difficulties.
- Develop good relationships with students and promote their self-esteem.
- Supervise and assist small groups of students in activities set by lead staff (including off-site).
- Deal with behavioural and special needs issues in conjunction with the Operational / Curriculum Co-ordinator, in accordance with the behaviour policy.
- Support a weekly after school club for ASRC students.
- When directed, support students across the entirety of Carisbrooke College.
- To undertake all training offered through the College to support understanding of ASD / SEND.

Support for teachers

- Support classroom teachers / Curriculum Co-ordinator in managing behaviour, reporting difficulties as appropriate.
- Liaise with teachers and other support staff about the needs and progress of students receiving additional support. If appropriate provide feedback (both written and oral) to staff on student performance, learning obstacles, testing and assessment activities.
- Assist in marking students work.
- Help in the preparation of the students' work area, as directed, for lessons. Clear away afterwards and assist with the display of students' work.
- Be aware of student problems, progress and achievements and report to their teachers / senior members of staff.
- Undertake student record keeping as requested.
- Gather and report information from / to parents / carers and professionals, as directed.
- Provide clerical and administrative support such as photocopying, typing and filing.

Support for the curriculum

- Provide support for delivery of the emotional, social, academic and life skills curriculums as required.
- Support students in accessing the curriculum.
- Support students in respect of local and national learning strategies, e.g. literacy and numeracy, as directed by their teachers and the Curriculum Co-ordinator.
- Support students in using ICT as directed.
- Prepare and maintain equipment and resources as directed by the teacher and other senior members of staff and assist students in their use.

Support for the ASRC and college

- Supervise students on visits, trips and out of school activities as required.
- Supervise students out of lesson times, including before and after school and at lunchtimes.
- Ensure that student files are kept up to date.
- Organise storage and accessibility of resources, ensuring correct use and care of them through training and advice.
- Liaise with staff regarding the purchase of new resources to support learning.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, ensuring all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required, including daily team briefings and a weekly team meeting.
- Participate in training and other learning activities and performance development as required.

Other responsibilities

- To follow and support College policies reflecting the College's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the College's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the College's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
GCSEs (Level 2) in English and Mathematics or equivalent	✓		A
Completion of, or participating in, role related study		✓	A
First aid certificate (training will be provided if successful in appointment)	✓		A
EXPERIENCE			
Experience of working with, or caring, for children in group settings of relevant school age	✓		A, I
Experience of working with students with complex needs, including autism	✓		A, I
Day to day working experience and skill with Microsoft Word, Outlook and Excel and database systems	✓		A, I
Record keeping and administrative experience		✓	A, I
Experience of working in an educational setting	✓		A, I
Experience of liaising with carers and parents		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding and experience of the main safeguarding principles	✓		A, I
Understanding of child development	✓		
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A, I
Ability to use SIMs		✓	A, I
Ability to recognise strengths and how to use these strengths to support ASRC students in making emotional and academic progress	✓		A, I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all personnel	✓		A, I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		A, I
Calm, approachable, resolution-focused disposition.	✓		A, I
Passionate about differentiation and inclusion	✓		A, I
Passionate about raising attainment (emotional and academic)	✓		A, I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		A, I