**JOB DESCRIPTION**

**Inclusion Learning Support Assistant**

**Scale 3**

**Salary: £14,342-£15,085 (Salary point is dependent upon experience)**

**Responsible to**: Inclusion Leader and Class Teacher

**Hours:** 32.5 hours a week +5 inset days

**Purpose of Role:** Working as part of the Inclusion Team to provide support across the school to pupils with SEND.

**Whole School Support**

* To uphold the school’s ethos and mission to ensure that every child is the best that they can be.
* To promote the school’s commitment to safeguarding by following all procedures and guidance.
* To demonstrate professionalism in all aspects and understand the importance of confidentiality.
* To work as part of a team to ensure the inclusion of all children in every aspect of school life.

**Direct work with pupils:**

* To provide empathetic support to a range of children with additional needs so that they can achieve the desired outcomes.
* To implement the strategies recommended by the teacher, Inclusion Leader and other professionals.
* To differentiate planning and delivery of support to match the particular needs of each child.
* To maintain records that illustrate progress, identify next steps in learning and inform report writing.
* To gain evidence of progress towards EHCP targets and attend Annual review meetings.
* To support with personal care (changing for PE, toileting, lunch) if required.
* To create and maintain resources which enhance teaching and learning.
* To support and promote play skills and social interactions to groups of children across the school in the classroom and playground environment.

**Collaboration:**

* To work alongside other professionals such as Speech and Language Therapist, Occupational Therapist and Educational Psychologist.
* To provide timely and relevant information to parents/carers and be responsive to information from home.
* To actively seek and listen to the views of the child about every aspect related to school life.
* To undertake any duties or training as required.

The post holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher, Inclusion Leader or Governing Body in the context of the school’s changing needs.

Closing date: 28/9/17 Interview date: 2/10/17

Successful candidates will be asked complete a 1:1 task during the course of the interview. More information will be given when shorted.

**PERSON SPECIFICATION**

**Qualifications / experience:**

**Essential**

* Experience of working with children with additional needs, including Autism spectrum Disorders and English as an Additional Language
* Excellent literacy and numeracy skills, demonstrated by appropriate qualifications or other evidence
* To have an ability to relate well to both children and adults and remain calm when dealing with challenging situations

**Desirable**

* Training in relevant learning strategies to support children with additional needs e.g. TEACCH, Sign-along, PECS, Attention Autism
* Teaching Assistant NVQ qualification or equivalent
* Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier
* Ability to self-evaluate learning needs and actively seek learning opportunities

**Knowledge and understanding:**

* Some knowledge of the Foundation Stage Curriculum, National Curriculum and P Scales
* Some knowledge of the SEND Code of Practice and Special Educational Needs
* An understanding of the need to respect and promote equality of opportunity for children from a range of backgrounds and with a range of needs

**Skills and abilities:**

* Ability to implement a total communication approach
* Ability to work as part of a team in a collaborative and positive manner
* Positive approach to behaviour management and willingness to follow advice
* Able to offer constructive feedback and build self-esteem and resilience
* Ability to write reports that are factual and grammatically accurate
* Able to use IT effectively to support learning
* Ability to use initiative

**Personal qualities:**

* Empathetic and caring
* Passionate about children and child development
* Committed and reliable
* Willing and flexible attitude towards supporting others
* Energetic
* Lead by example