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**Glebe Primary School**

**JOB DESCRIPTION:** Learning Support Assistant – 1:1 support for a KS1 pupil with Autistic Spectrum Disorder.

**RESPONSIBLE TO:** The Head Teacher but in the first instance to the Deputy Head Teacher and class teacher.

**HOURS:** 26.25hours per week

# 1. JOB PURPOSE

To support a pupil with a diagnosis of Autistic Spectrum Disorder as part of the whole class, a small group or one to one.

## 2. MAIN DUTIES AND RESPONSIBILITIES

**Support for Pupil**

* Attend to the pupils’ personal needs and implement related personal programmes including social, language, health, physical, hygiene, first aid and welfare matters.
* To work alongside the class teacher to adapt work to meet the educational needs of the pupil.
* To work alongside the Teacher to devise and implement behaviour management strategies for the pupil.
* Supervise and support the pupil, ensuring their safety and access to learning.
* Establish good relationships with all pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote ASD awareness and the inclusion and acceptance of all pupils.
* Encourage the pupil to interact with others and engage in activities led by the teacher.
* Encourage the pupil to act independently as appropriate.
* Be an advocate for the pupil – ensure that their needs are met and that reasonable adjustment is made so they have equal access to the curriculum.

**Support for Teachers**

* Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
* Undertake pupil records keeping as requested.
* Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
* In conjunction with the class teacher, collate and report information to and from parents/carers
* Provide some clerical/admin support for learning if requested, e.g. photocopying, word processing.

#### Support for the Curriculum

* Support pupils in respect of local and national learning strategies e.g. literacy, numeracy as directed by the teacher.
* Support pupils to understand instructions
* Support pupils in using basic ICT as directed.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

#### Support for the School

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all named pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including playtimes and at lunchtimes.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* To undertake other relevant duties allocated at the discretion of the classroom teacher, Head Teacher or Deputy Head Teacher.
* Undertake class based interventions, keeping records or progress and assessments.

**3. QUALIFICATIONS AND EXPERIENCE**

**Essential**

All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare.

To have an ability to relate well to both children and adults and remain calm when dealing with challenging situations.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier.

**Desirable**

General understanding of national curriculum and other basic learning programmes/strategies/ codes of practice.

A sound knowledge of Autistic Spectrum Disorder and how it impacts on a pupils’ learning and a willingness to receive training to develop knowledge further.

Ability to self-evaluate learning needs and actively seek learning opportunities.

**4. PHYSICAL EFFORT**

The post holder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, assisting the pupil during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

**5. WORKING ENVIRONMENT**

During occasional periods of supervision, there will be an expectation that the post holder will be exposed to heat and cold on occasions, for example adverse weather conditions, may be higher than normal.

**6. GENERAL**

* The post holder will be expected to undertake any appropriate training provided by the Authority and / or school to assist them in carrying out any of the above duties.
* The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and / or guidelines, reporting any issues or concerns to their immediate line manager.
* The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
* This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**QUALIFICATIONS AND EXPERIENCE – Person Specification**

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This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Certificate (previously known as CRB) is required for this post prior to commencement.