



Job Description

Specialist Learning Support Assistant

The Trust

Donaldson's Trust is a longstanding provider of care and education to disadvantaged children in Scotland. The Trust has delivered services to children since 1856 in Edinburgh and since 2007 in Linlithgow. Our staff team provide specialist services to children, young people and families in Scotland. We work in partnership with Scottish Government, local authorities, child care professionals, public services and business.

This job description gives an outline of the main objectives of the post, but is not intended to be a fully inclusive list of tasks. Roles and responsibilities are likely to evolve and develop in line with organisational change. The job description will be subject to regular review with the

Job Details

The specialist learning support assistant will assist with the learning and teaching of an assigned class of children and/or young people with a range of additional complex needs. They will use their knowledge and understanding of complex additional support needs to support the safety and learning environment in which children and/or young people will thrive, under the guidance of a specialist teacher.

Principal Duties & Responsibilities

Care and Welfare of Children and Young People

- To promote and safeguard the care, protection, health and safety of all children and young people by working cooperatively with other school staff and partners to meet the holistic needs of our young people.
- To communicate with parents and carers through email, diaries or telephone.
- To building positive relationships with young people and support them to manage routines and expectations
- To keep children and young people safe by supervising non-teaching areas, escorting children and young people in transition within and outwith the premises.
- To provide support during breaks to promote play and share spaces.
- To provide support at mealtimes to promote healthy eating and ensure dietary requirements are followed.
- To work proactively with other staff to encourage positive behaviour and de-escalate any concerning behaviours.
- To use CALM processes and procedures as trained.



Meeting Children and Young Peoples' Learning and Developmental Needs

- To work closely with class teachers to deliver tasks, activities and resources matched to their individual learning needs
- To support children and young people to pay attention, follow instructions, concentrate and stay on task
- To be aware of communication needs of the individual.
- To provide appropriate praise and encouragement to children and young peoples during tasks
- To support children and young people to work together, encouraging teamwork and cooperation skills.
- To provide help to children and young people in organising their work or following classroom routines by setting up visual timetables.
- To support practical activities and other learning experiences in the classroom and beyond, as planned and directed by the teacher.
- To plan and lead activities for individuals and small groups.
- To support the development of literacy, numeracy and health and wellbeing
- To supervise and support children and young people either in class or elsewhere while they undertake work set by the teacher or therapists.
- To provide personal care and support individuals with toileting routines and personal hygiene.

Effective Organisation and Use of Resources

- To prepare classroom materials e.g. setting out and clearing away equipment, making booklets or other learning aids, photocopying etc.
- To support teachers to maintain wall displays of children and young peoples' work, resources
- To support teachers and young people to maintain personal achievement

Core Responsibilities

- Promote and support Donaldson's principles, ethos and policies.
- Be aware of and comply with Child Protection legislation and procedures.
- Be aware of and comply with Data Protection issues and to protect confidentiality at all times.
- Familiar and compliant with relevant Health and Safety policies and procedures.
- Donaldson's is an Equal Opportunities employer and all staff are required to support the Equal Opportunities Policy.
- Endeavour to protect and enhance the good reputation of Donaldson's at all times.
- Attend meetings, in-service training/school events, Continuous Professional Development (CPD), etc. as required.
- Carry out any other duty as reasonably directed by the Teacher, Principal Teacher or Head of Education.



PERSONAL SPECIFICATION

EXPERIENCE

- Successful and varied teaching experience including working with children and young peoples with significant and complex additional needs.
- Experience of working in partnership with parents and external/partner agencies/services.

EDUCATION & QUALIFICATIONS

- Ability and willingness to achieve the appropriate qualification within a specified period.
- Strong evidence of relevant CPD
- Experience in a range of communication methods

SKILLS/ABILITIES

- An awareness and understanding of current legislation in Education, Care and Health and its impact on the delivery of education for children and young peoples with additional support needs.
- An awareness and understanding of current Child Protection legislation/guidelines.
- Excellent organisation and time management skills.
- Ability to work effectively as part of a team
- A pro-active approach.
- Willingness to assist others
- Values which align with Donaldson's aims and ethos
- Willingness to work flexibly to meet external deadlines
- Ability to manage own workload and deal with stress and change in self, and others.
- Commitment to Continuing Professional Development

DESIRABLE QUALITIES FOR THE POST

- Professional Qualification in Additional Support Needs or equivalent
- Driving licence and willingness to use school vehicles.
- Experience of contributing to whole school self-evaluation processes.
- Experience of being part of other professional bodies.
- Knowledge of Data Protection issues.
- Knowledge of relevant Health and Safety legislation.
- Knowledge of Equal Opportunities legislation.
- Ability to respond flexibly to emerging and changing circumstances.