FIELD END JUNIOR SCHOOL

JOB DESCRIPTION

**JOB DESCRIPTION:** SEND Learning Support Assistant – specifically for 1:1 support for a pupil with Autistic Spectrum Disorder) and medical needs (on a specific role contract)

**RESPONSIBLE TO:** The Headteacher but in the first instance to the SENDCo

**SALARY:** Scale 2, point 3

**HOURS:** 5 hours per day, 25 hours per week (9:00am - 2:30pm, 5 days a week)

# 1. JOB PURPOSE

*To support a pupil with a diagnosis of Autistic Spectrum Disorder on a one to one basis. You will support the child during lunchtime (12:15pm – 1:30pm).*

## 2. MAIN DUTIES AND RESPONSIBILITIES

**Support for the Pupil**

* Attend to the pupils’ personal needs and implement related personal programmes including social, language, health, physical, hygiene, medical and welfare matters.
* To work alongside the class teacher to adapt work to meet the educational needs of the pupil.
* To work alongside the class teacher and SENDCo 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.
* Encourage the pupil to interact with others and engage in activities.
* Encourage the pupil to behave appropriately.
* 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 the class teacher and SENDCo**

* Be aware of pupil problems/progress/achievements and report to the class teacher and SENDCo as agreed.
* Undertake pupil records keeping as requested.
* Support the class teacher in managing pupil behaviour, reporting difficulties as appropriate.
* In conjunction with the class teacher, collate and report information to and from parents/carers
* Maintain equipment/resources as directed by the class 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.
* Undertake class based interventions, keeping records or progress and assessments.
* To undertake other relevant duties allocated at the discretion of the classroom teacher, Headteacher or SENDCo or Assistant Headteacher, which may include personal care and facilitating a child’s mobility.

**3. PHYSICAL EFFORT**

The post holder will be expected to undertake bending, stretching, pushing and lifting in the course of their duties e.g. preparing the classroom, assisting the pupil during lesson times, engaging in independent activities, pushing a wheelchair. There is an increased level of physical effort required for the child with ASD and medical/behaviour/specialist needs.

**4. 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.

**5. GENERAL**

* The post holder will be expected to undertake any appropriate training provided by the Local 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**

**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 IT to support learning and use of other equipment technology i.e. computer, ipad, 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.

**Field End Junior School 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.**