



**PERSON SPECIFICATION
SPECIAL SCHOOL ASSISTANT/LEARNING ASSISTANT**

<u>SKILLS</u>	ESSENTIAL	DESIRABLE
NVQ Level 3 in Education/Social Care		D
Commitment to educational principles.	E	
Experience of working with children with learning difficulties		D
Evidence of training to work with children		D
First Aid qualification.		D
Well-developed communication skills verbal and written.	E	
Ability to drive (minibus).		D
Ability to reflect on personal work practice.	E	
<u>KNOWLEDGE AND UNDERSTANDING</u>		
Awareness of health and safety with regard to a classroom environment.	E	
Understanding of the importance of confidentiality.	E	
Knowledge of and ability to demonstrate awareness of the need for effective child protection procedures.	E	
<u>PERSONAL QUALITIES</u>		
Initiative.	E	
Commitment to overall aims of the trust.	E	
Commitment to equal opportunities.	E	
Ability to function in multi-disciplinary team.	E	
Punctual, organised.	E	
Ability to manage change positively.	E	
Willingness to train and learn.	E	
Flexibility.	E	
Commitment to taking part in supervision and appraisal procedures.	E	



JOB DESCRIPTION

Post: Special School Support Assistant/Learning Assistant

Employers: Solent Special Educational Trust

Overall accountable to: **Headteacher (Great Oaks)**

Directly accountable to: Class teacher

Purpose of the job:

To contribute to the educational and social development and to attend to the welfare and emotional needs of the learners on any of the Trust sites all of whom have learning disabilities and Education and Health Care plans.

The post may be based at any one or a combination of our three sites – Harcourt Road, Personalised Learning Centre; Great Oaks College at Down to Earth Farm or the main site on Winchester Road.

Date: June 2019

Key Accountabilities:

- ❖ To assist and support the teachers in the delivery of the curriculum in a class or subject
- ❖ To support in the care and welfare of the learners
- ❖ To support the schools' aims, values and policies
- ❖ To assist the teacher in the record keeping, evaluating and outcome planning for learners

Main duties

1. Provide a safe and secure environment within school and during out of school activities, ensuring Safeguarding policies of the school or site that you are working in are upheld
2. Assist teachers in the delivery of all areas of the curriculum and work co-operatively and constructively with all staff, visiting specialists, parents, carers and other agencies
3. Assist the teacher by joining in with the activities of the learners, support assessment and help maintain effective record keeping
4. Work with both individual learners and small groups under the direction but not always presence of the teacher
5. Assist in the planning, preparation, implementation and review of individual programmes
6. Contribute to the preparation of reports and reviews
7. Attend and contribute to regular and planned support staff meetings and any others as necessary
8. Attend and contribute to in-service training and professional development opportunities
9. Take responsibility for the welfare and personal hygiene of learners
10. Assisting with giving pupils their lunch and giving drinks during the day
11. Assist in meeting emotional needs of the learners

12. Effectively supervise and manage learners behaviour throughout the entire school day, including lunch time and breaks (or as hours allow) in accordance with school policies and individual behaviour management plans
13. Following team-teach training and in accordance school policy, carry out planned physical intervention procedures as detailed in a learners' behaviour management plan
14. Carry out agreed physiotherapy programmes following training and according to specific guidelines
15. Attend to individual learners health and medical needs following training
16. Acting as escort to the pupils in the minibus or in a car in connection with school activities
17. Assisting the pupils with purposeful play and other activities e.g. outings and swimming
18. Being prepared to work in any classroom on any of the Trust sites: these are either school, including at the three off-site units (Harcourt Road, Down-to-Earth Farm, The Shop)
19. Each school has a strict Moving and Handling Policy, these must be adhered to at all times both in and out of school
20. Provide support for visiting students/volunteers and welcome and support parents/visitors
21. Undertake general classroom/school activities as requested.
22. Respect the confidentiality of all information relating to learners and their needs

Additional Responsibilities:

23. Assist in an aspect of planning, preparation, implementation and assessment of a whole curricular area
24. Attend and contribute to meetings in relation to learners' progress and or welfare
25. Take responsibility for periods of time for groups of learners or in certain circumstances the whole class, under the direction of a teacher but without the presence of a teacher
26. Take responsibility, in accordance with school policy and county regulations, for learners off site
27. Co-ordinate and support induction for visiting students and volunteers
28. Undertake other reasonable duties as shall be requested by the Head teacher after consultation with the post holder

Revised and Updated

June 2019