

Job Outline

Post Title: Learning Support Assistant - School

Section: Birtenshaw

Salary: The Birtenshaw Group Salary Scale Points 02-05, £22,366 - £23,500 per annum, pro rata
£11.59 - £12.18 per hour

Note: with effect from 01/04/2024 Salary will be The Birtenshaw Group Salary Scale points 03-05 £23,305 - £24,087 per annum, pro rata

Hours: 8.30am-4pm Monday, Tuesday, Thursday, Friday 8.30am-5pm Wednesday

Term Time

38.5 hours per week (x 38 weeks) plus 2 training weeks of 37 hours, totalling 1753 hours paid for inclusive of annual leave (£20,317 - £21,351)

Full Time

Core hours are 38.5 hours per week (x 38 weeks) plus 2 training weeks of 37 hours, totalling 1753. Additional 165 hours must be worked during school term time or by assisting with transport runs before and/or after school hours.
(£22,366 – £23,500)

Report To: Head of School

Overall Purpose of Job

To support the teacher in creating a learning environment that stimulates and encourages the best possible progress and the highest possible attainment for all children

To support the teacher in providing rich and varied learning experiences that build on children's strengths, interests and aptitudes and develops key skills

Key Responsibilities

Children

To support the teacher in providing a learning environment that meets the intellectual, sensory and personal development needs of children

To support the teacher in providing a learning environment that meets the spiritual, moral, social and cultural needs of children

To support the teacher in the establishment, evaluation and review of behaviour management strategies

To support children in the achievement of their individual learning and behaviour targets

To be responsible, in the absence of the teacher, for carrying out lessons and activities pre-planned by him/her

To contribute to the protection of all children from abuse

Partnership Working

To contribute to the development and maintenance of joint working between staff to the benefit of children and their family or carers

To contribute to the development and maintenance of joint working between partner agencies to the benefit of children and their family

Staff Development

To attend education staff meetings

To actively participate in probation, supervision and appraisal processes

To participate in Continuous Professional Development opportunities

To develop own knowledge and practice

General

To contribute to reviews and assessments and maintain accurate, up-to-date records as required

To implement school policies and procedures to ensure the health, safety and general welfare of children including reporting any safeguarding concerns in an appropriate and timely manner.

To be responsible for the supervision of children when undertaking off-site activities

To fully utilise a range of ICT tools and resources to each child's learning across the curriculum and to support administrative tasks as required

To carry out duties in an appropriate and professional manner

This post involves engaging in regulated activity relevant to children

Key Tasks

1. Children

Contribute to the assessment of individual children's needs in conjunction with the class teacher

Support children to achieve learning objectives for each lesson and make accurate notes of progress

Observe and assess the development and behaviour of children

Contribute to the planning, implementation and evaluation of learning programmes to enable individuals to manage their behaviour

Prepare, implement and evaluate agreed therapeutic activities

Support children to address issues which affect their health and social well-being

Support children to maintain their personal hygiene and appearance

Promote each child's social and emotional development

Promote each child's sensory and intellectual development

Represent each child's interests when they are not able to do so themselves

Support children experiencing a change in their educational requirements and provision

Establish and maintain relationships with parents/carers

Ensure the protection of individuals from abuse

2. Partnership Working

Promote effective, professional communication and relationships with partners

Act as an advocate to ensure the best possible outcome for each child

Establish and sustain working relationships with others as part of a multi-disciplinary team within the Trust and with stakeholders and outside agencies

3. Staff Development

Prepare for, attend and actively participate in probation, supervision, appraisal and staff meetings

Promote and participate in training and staff development opportunities

Contribute to the development and overall effectiveness of the education team

4. **General**

Maintain accurate, professional up-to-date records in-line with national requirements and school policies and procedures

Contribute to statutory annual education and looked after children reviews and other assessments such as EHCPs as required

Promote, monitor and maintain health, safety and security at work in-line with the relevant legislation

Carry out organisational objectives in-line with relevant legislation

Fully utilise a range of ICT tools and resources to support each child's learning across the curriculum

Fully utilise a range of ICT tools and resources to support administrative tasks as required

Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

To drive the organisation's minibuses, when required, if Midas accredited

Note

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at the discretion of senior managers in the future.

As a general term of employment, Birtenshaw may affect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee's remuneration and status.

Person Specification

Post Title: Learning Support Assistant

CATEGORY	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Skills		
Ability to form and maintain professional relationships with children	E	A + I + R
Ability to contribute to the provision of an effective learning environment	E	A + I + R
The ability to meet the intellectual, sensory and personal development needs of each child	E	A + I + R
Ability to work as part of a team	E	A + I
Ability to manage challenging behaviour in a positive way	E	A + I + R
Ability to work calmly in situations of crisis	E	A + I
Good communications skills (written and verbal)	E	A + I
Knowledge		
Children with a learning difficulty	E	A + I
Children with an Autistic Spectrum Condition	E	A + I
Child development and theory of attachment	D	A + I
Causes of challenging behaviour	D	A + I
Methods of addressing challenging behaviour and/or therapeutic interventions	D	A + I
Attitudes		
Commitment to non-judgemental working with children	E	A + I + R
Acknowledgment of the potential for personal growth/change in every individual	E	A + I + R
Commitment to the promotion of the culturally and ethnically diverse ethos of Birtenshaw	E	A + I + R

Experience		
Direct work with children/young people with a severe/profound learning difficulty in an educational setting	D	A + I + R
Direct work with children/young people with an Autistic Spectrum Condition in an educational setting	D	A + I + R
Planning lessons and activities to meet identified learning objectives	D	A + I
Qualifications		
NVQ Level 3 in Child Care and Education or equivalent (or willingness to work towards)	E	A + I
Youth and Community Certificate/Diploma or equivalent	D	A
Special Requirements and Environmental Factors		
Good attendance and performance record	E	A
Commitment to work flexibly to meet the needs of the service	E	A + I
Actively promote a No Smoking environment across all sites and other company policies	E	A + I