



Wells Park School

## **JOB DESCRIPTION**

### **Learning Support Assistant**

**Responsible to:** Head teacher

**Liaison with:** Teaching Staff  
Care Officers  
Ancillary Staff  
Outside Agencies - As appropriate

#### **Main Responsibilities**

1. To work as a member of an Educational Team in accordance with the school's policies, and with responsibilities for the welfare of pupils.
2. To establish positive relationships and work as required, with individual or groups of pupils on planned programmes of educational, social and behavioural development.
3. The implementation of an agreed pattern of sensitive but effective care and management to provide children with a secure, safe and stimulating environment.
4. To assist class teachers with preparation of teaching materials and other resources.
5. To be aware of children's targets and to assist with the development and implementation of ILPs and targets.
6. To be responsible for the safety of children by exercising adequate management and supervision, particularly in relation to educational visits, swimming, p.e., lunch time duties and break times and during the day as required.
7. To assist with the display and presentation of pupil's work.
8. To attend, as required, meetings concerning individual pupils and/or matters affecting the general running of the school.
9. To attend in-service training as provided by the school, including CPD days.
10. To write and keep appropriate records, as laid down in the school's policies.



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11. To be involved in the curriculum including areas of social skills and literacy and numeracy groups.
12. To perform any other duties that the Headteacher or his appointed Deputy may reasonably require.

### **Specific Responsibilities**

1. To work with named adults, i.e. class teacher and keyworker to deliver educational and management programmes.
2. To supervise children as individuals or small groups under the guidance of teaching staff.
3. To respond flexibly in the use of time in order to best meet the business needs of the school.
4. To be able to transport children as part of an agreed programme.
5. To maintain strict confidentiality in all professional matters.
6. To be committed to supporting the schools vision and ethos.

Wells Park School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**(This job description does not form part of the contract of employment. it describes the way the post-holder is expected and required to perform and complete the particular duties as set out above.)**



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## SPECIAL NEEDS LEARNING SUPPORT ASSISTANT CRITERIA FOR SELECTION

	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with young people with Special Educational Needs including those with SEMH, Autism and Moderate Learning Difficulties</li> <li>▪ Previous Classroom Assistant (or similar role) experience</li> </ul>
<b>Qualifications/training/education</b>	<ul style="list-style-type: none"> <li>▪ A good standard of education particularly in English and Mathematics</li> <li>▪ Willing to undertake Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>▪ GCSE, (or equivalent) in English and Maths</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ The ability to communicate effectively -both verbally and in writing and to use language and other communication skills that students can understand and relate to</li> <li>▪ The ability to respond calmly and constructively when dealing with students with Social Emotional and Mental Health needs</li> <li>▪ Ability to manage time effectively</li> <li>▪ The ability to seek advice and assistance to meet pupils' needs</li> <li>▪ Willingness to maintain confidentiality on all school matters</li> <li>▪ A willingness to engage in professional development opportunities</li> <li>▪ Ability to provide engaging and effective 1:1 support to further develop pupils' social and educational skills</li> <li>▪ A full UK driving license and willingness to transport children</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in the delivery and assessment of individual interventions</li> </ul>
<b>General and specific knowledge</b>	<ul style="list-style-type: none"> <li>▪ To have an understanding of Special Educational Needs</li> <li>▪ The ability to learn and use a range of strategies to deal with classroom and individual behaviour</li> <li>▪ An understanding of and commitment to equality of opportunity in day-to-day working practices</li> <li>▪ The ability to work as part of a team</li> <li>▪ Awareness of literacy and numeracy development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of using Information Technology to support students in the classroom</li> <li>▪ An understanding of attachment theory</li> </ul>



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<b>Safeguarding</b>	<ul style="list-style-type: none"><li>▪ A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</li><li>▪ Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and/or child protection</li></ul>	<ul style="list-style-type: none"><li>▪ An understanding of Safeguarding at Level 2</li></ul>
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## Learning Support Assistant working pattern:

**Monday** 8.30 a.m. - 5.00 p.m. - 8 hrs 30 mins - 30 mins lunch = 8 hrs  
**Tuesday** 8.30 a.m. - 4.30 p.m. - 8 hrs 00 mins - 30 mins lunch = 7 ½ hrs  
**Wednesday** 8.30 a.m. - 4.30 p.m. - 8 hrs 00 mins - 30 mins lunch = 7 ½ hrs  
**Thursday** 8.30 a.m. - 5.00 p.m. - 8 hrs 30 mins - 30 mins lunch = 8 hrs  
**Friday** 8.30 a.m. - 3.00 p.m. - 6 hrs 30 mins - 30 mins lunch = 6 hrs

**Total - 37hrs**