

**Job Title: Learning Support Assistant for Resource Provision**

**Salary: Point: A1/B1**

**Responsible to: Executive Principal/Centre Leader**

To work under the direct instruction of teaching/senior staff and Line Manager usually in the resource provision classroom with the teacher, to support access to learning for pupils and provide support to the teacher in the management of pupils, resource provision classroom and beyond.

**Main Duties:**

**1.** To attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters;

**2.** To supervise and support pupils ensuring their safety and access to learning within the resource provision and beyond;

**3.** To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;

**4.** To promote the inclusion and acceptance of all pupils within the resource provision and whole school community;

**5.** To encourage pupils to interact with others and engage in activities led by the teacher within the resource provision and wider school community;

**6.** To encourage pupils to act independently as appropriate within the RP and whole school community;

**7.** To prepare resource provision resources as directed for lessons and clear afterwards and assist with the display of pupil’s work;

**8.** To be aware of pupil problems/progress/achievements and report to the teacher as agreed.;

**9.** To undertake pupil record keeping as requested;

**10.** To support the teacher in managing pupil behaviour, reporting difficulties as appropriate;

**11.** To gather/report information from/to parents/carers as directed;

**12.** To provide clerical/administrative support - photocopying, typing, filing, collecting money etc;

**13.** To support pupils to understand instructions;

**14.** To support pupils in respect of local and national learning strategies - literacy, numeracy, KS2, early years, as directed by the teacher;

**15.** To support pupils in using basic ICT as directed;

**16.** To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use within the RP and main school;

**17.** To 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;

**18.** To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop within the RP and beyond;

**19**. To contribute to the overall ethos/work/aims of the school and resource provision.

**20.** To appreciate and support the role of other professionals within the RP and whole school community.

**21.** To attend relevant meetings as required for RP and whole school;

**22.** To participate in training and other learning activities and performance development as required.

**23.** To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

**24.** To accompany teaching staff and pupils on visits, trips and out of school activities as required.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

**PERSON SPECIFICATION**

**Job Title: Teaching Assistant**

**Pay Band: A1/B1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | *How identified* |
| **SKILLS**  Good numeracy/literacy skills  Use basic technology – computer, video, photocopier  Ability to relate well to children and adults  Ability to work constructively as part of a team | Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process | GCSE Maths and English grades 4/C  or equivalent | Provide evidence by producing certificate |
| **KNOWLEDGE & UNDERSTANDING**  Experience of working with or caring for children of relevant age with particular reference to autism  Understanding classroom roles and responsibilities and your own position within these. | Application form and selection process  Application form and selection process | Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | Application form  Application form and selection process |
| **QUALIFICATIONS/**  **TRAINING**  Participate in development and training opportunities in particular autism. | Application form and selection process | Completion of DfES Teacher Assistant Induction Programme | Application form and Certificate |
| **OTHER CONDITIONS** | Enhanced CRB clearance |  |  |