



**Crawfords CEVA Primary School**

**Job description:** Learning support assistant

**Children with additional needs**

**Salary:** Grade 2 Point 2 (£12.26 per hour)

**Hours:** 20 hours (8.30 - 12.30) in the first instance with the possibility of more hours if funding allows.

**Contract type:** Fixed term contract, linked to named child

**Reporting to:** Head teacher

**Responsible for:** working with Year 1 with a child with ASD. Duties to include intimate care and hygiene.

**To start:** ASAP

**Closing date for applications:** Monday 24th February.

**Interviews;** Wednesday 26th February.

### **Main purpose**

To provide learning and care support for a 5 year old child with Autism to help work towards positive outcomes for her education. Supporting the pupil with routines, transitions, behaviour management, communication and intimate care.

### **Duties and responsibilities**

Supporting the pupil one - to - one throughout the school day, in the classroom, playground and dining hall as necessary.

Building a positive relationship with the child and family

Assisting with the development and delivery of individual education, support and care plans

### **Teaching and learning**

Working with the class teachers and Special Needs Lead in school in order to adopt relevant strategies to support and increase the child's achievements.

Contributing ideas to the planning of learning activities for the child and delivering activities when directed inside or outside the classroom

Helping the pupil achieve her full potential in all areas of learning

Promoting, supporting and facilitating inclusion by encouraging participation of all pupils.

Using effective behaviour management strategies consistently in line with the school's policy and procedures

Helping manage teaching space and resources to maintain a stimulating and safe learning environment

Through observations, provide regular feedback to teachers and parents on the children's progress, attainment and barriers to learning

Reading and understand lesson plans shared prior to lessons, if available

### **Working with staff, parents/carers and relevant professionals**

Sharing knowledge and understanding of children with other school staff and education, health and social care professionals.

Communicating effectively with other staff members, pupils, and parents and carers

Keeping other professionals accurately informed about performance, progress and any areas of concern

Collaborating and working with colleagues and other relevant professionals

Developing effective professional relationships with colleagues

### **Professional development**

Helping keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Taking part in the school's appraisal procedures

### **Other areas of responsibility**

Safeguarding

You will work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

You will promote the safeguarding of all pupils in the school

*Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.*

**“This school is fully committed to safeguarding our pupils by promoting the welfare of children. We require all staff to share this commitment. All staff are subject to enhanced DBS checks and further safeguarding checks as appropriate to the role..”**

**Closing date for applications: Monday 24th FEBRUARY.**

**interviews; Wednesday 26th February.**

## Person specification

Crawfords CEVA Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

criteria	qualities
<b>Qualifications and training</b>	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
<b>Experience</b>	Experience working in a school environment or other educational setting Experience working with children / young people with special educational needs (SEN)
<b>Skills and knowledge</b>	Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Skills and expertise in understanding the needs of children Good verbal communication skills Ability to work as part of a team and to be flexible in their approach to daily routines Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children
<b>Personal qualities</b>	Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil wellbeing and equality Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people