

NEWMAN CATHOLIC COLLEGE



Job Description

Specialist Learning Support Assistant (ASD) for September 2018

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| Location: | Harlesden Road, London NW10 3RN |
| Department: | Special Educational Needs |
| Responsible to: | SENCO/Inclusion Leader |
| Hours: | (Term Time 32.5 – 39 weeks) |
| Salary: | Pay range from Scale 1b point 6 to Scale 2 point 10 (£18,282.00 to £18,751.00) pro-rata depending on experience |
| Closing Date: | Friday 6th July. Interviews week commencing Monday 11th July. Applications to: office@ncc.brent.sch.uk |

MISSION STATEMENT: 'Everyone Contributes, Everyone Counts, Everyone Succeeds'

MAIN PURPOSE OF THE POST

To provide support to an individual pupil who presents with behaviours that are typical of autism.

To be a reliable member of a team and work in co-operation with teachers and other teaching assistants to provide high quality education and care in a stimulating, educational environment with a commitment to the school's policies.

MAIN ACTIVITIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

1. Assisting in the educational, personal, emotional and social development of pupils under the direction and guidance of the SENCO.
2. Use a range of behavioural strategies to support and develop pupils learning.
3. To ensure that the pupil can access the curriculum through behaviourally based instruction.
4. To aid the pupil to learn as effectively as possible in group situations and individual, inside and outside of the classroom.
5. Use specialist skills to undertake activities necessary to meet the physical and emotional needs of the pupil.
6. To take responsibility for the preparation of activities for individuals in consultation with the teacher and other team members, to provide a stimulating environment, which provides quality teaching and learning situations to meet the needs of the child and their all round development

7. Set suitably challenging and demanding expectations and promote self-esteem and independence
8. Supervise and provide support for individuals, ensuring their safety and access to learning activities in group and whole class situations inside and outside the classroom.
9. Establish constructive relationships with pupils and interact with them according to their individual needs, promoting the inclusion and acceptance of all pupils and encouraging pupils to interact with others and engage in pupil led activities and those led by the teacher or other adults
10. Supervise and support children during break and lunchtimes.
11. To act as a keyworker for one or more pupils. This includes the monitoring and maintenance of pupils' records, the production, organisation and maintenance of appropriate curricular and teaching materials, contributing ideas for relevant learning targets.

SUPPORT FOR THE CURRICULUM

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

1. Be aware of and comply with policies and procedures relating to child protection, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. To work in partnership with parents, building constructive relationships, promoting parental involvement and extending close community links.
4. To play a positive role in ensuring that all pupils and families are treated with respect; regardless of race, religion, sex, disability, class or personal references.
5. Contribute to the overall ethos, work, assessment and aims of the school
6. Be aware of and comply with policies and procedures relating to child protection, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
7. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
8. Appreciate and support the role of other professionals
9. To liaise with other key workers and professionals.
10. Attend and participate in relevant meetings as required
11. Participate in training and other learning activities and performance development as required
12. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
13. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
14. To maintain confidentiality about home- school / pupil- teacher/ school work matters.

CHILD PROTECTION AND SAFEGUARDING

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
2. To be also fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Supervision arrangements

- Regular meetings for team of support staff

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher and undertake work of a similar level not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification for LSA

| Skills/Experience | Essential | Desirable | Assessment through | | |
|--|-----------|-----------|--------------------|-----------|------------|
| | | | Application | Interview | References |
| Role specific training/qualifications | ✓ | | | | |
| Good ICT Skills | | ✓ | ✓ | ✓ | ✓ |
| Good Communication Skills - including literacy and numeracy | ✓ | | ✓ | ✓ | ✓ |
| Ability to work under pressure and remain calm in difficult situations | ✓ | | | ✓ | ✓ |
| Ability to work effectively with parents/carers/outside agencies | ✓ | | ✓ | | ✓ |
| Ability to work as part of a team and independently | ✓ | | ✓ | | ✓ |
| Experience working with young people 11-18 years | | ✓ | ✓ | ✓ | ✓ |
| Experience of a school environment | | ✓ | ✓ | ✓ | ✓ |
| Sense of humour | | ✓ | ✓ | ✓ | ✓ |
| Good health/attendance/ Punctuality record | ✓ | | | | ✓ |
| Good organisational skills | ✓ | | ✓ | ✓ | ✓ |