**Job Description**

**Learning Support Assistant for Burnhope Primary School**

**Full time 37 hours.**

**Grade 4 (salary point 15-19) £17072- £18746 term time pro rata**

**Temporary for 1 year**

**Responsible to**

Headteacher and Senior Leadership Team

**Purpose of the Role**

This post is to support a child with a diagnosis of Autism who will be Y6 (September 2017).

The successful applicant will carry out the responsibilities of a Learning Support Assistant (grade 4) as they apply to the specified child. If the child is absent they will work as a general teaching assistant (TA3 grade 4).

* To deliver individual and small group teaching.
* To assist diagnosed Autistic child to reach their full potential and to support the implementation of strategies that will help this child integrate into all aspects of school life

**Learning Support Assistant (1:1) job description**

**Teaching and learning**

1. Assist in the educational and social development of pupil(s) under the direction and guidance of the head teacher, SENDCO and class teacher.
2. Liaise with Teachers, relevant outside agencies and professional services such as speech therapists and occupational therapists, as necessary
3. Assist in creating child-centred and highly differentiated programmes and visual timetables
4. Create differentiated resources to support pupils’ individual needs
5. Identify and champion opportunities to develop successful social interaction and encourage peer support
6. Take a role in assisting child(ren) to join in group and oral work
7. Encourage child(ren)’s independence in all areas of life
8. Assist in the implementation of the Support Plan for the pupil and help monitor their progress
9. Provide support for individual pupil(s) inside and outside the classroom to enable them to fully participate in activities
10. Assist the class teacher with maintaining pupil records
11. Support pupil(s) with emotional or behavioural problems and help develop their social skills

**Administrative duties**

1. Prepare and present displays of pupils' work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the Headteacher requires

**Lunchtime duties**

1. Supervise whilst the children are eating
2. Clear area after the children have finished, supervising any children who may be helping to tidy up
3. Supervise the children in the playground during the stated lunchtime period, and organise games to ensure they use their lunchtime period purposefully.
4. Have due regard to everyone’s safety at all times
5. Supervise children in playground between the end of meal and commencement of afternoon school.

**Standards and quality assurance**

1. Support the aims and ethos of the school in providing a quality education for all children and enabling them to become independent learners who are able to achieve their potential.
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings as required
4. Undertake professional duties that may be reasonably assigned by the head teacher
5. Be proactive in matters relating to health and safety

**Other duties and responsibilities**

1. Assist pupils on arrival and departure from school.
2. Supervise pupils as they move about the school between sessions.
3. Supervise children at playtimes.
4. Where appropriate, liaise with parents and report any concerns to the class teacher.
5. Contribute, where required, to personal care for identified students with SEND and personal needs, involving hygiene and toileting where necessary.
6. Maintain confidentiality.
7. Accompany teaching staff on trips and school activities, and take responsibility for a named child/group under the general supervision of the teacher.
8. Undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the teacher/Senior Leaders/Head Teacher.
9. Be aware of, and comply with, policies and procedures, and report concerns to an appropriate person in respect of all school policies and procedures including Equal Opportunities, Child Protection, Safeguarding, Health and Safety, Confidentiality and Data Protection.