



# MERRYLANDS

PRIMARY SCHOOL AND NURSERY

## Learning Support Assistant – Autistic Support Centre

### Job Description

Merrylands Primary School has an exciting opportunity for a Learning Support Assistant to join the team in our Autistic Spectrum Centre.

Hours 8.30m to 3.30pm, Monday to Friday, term time only.

Salary Band 3, Point 19 (Range 17-21), Salary £12762 per annum.

Closing Date: Midnight 3<sup>rd</sup> January 2018. Interviews w/c 8<sup>th</sup> January 2018.

### School

Merrylands Primary School and Nursery has an excellent reputation in the local community. We are one of three schools that form the Berlesduna Academy Trust ([www.berlesduna.co.uk](http://www.berlesduna.co.uk)), where the vision is to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills amongst all pupils, regardless of their social, economic or cultural background.

We are looking for a person who:

- has high expectations of the children and themselves with a passion for raising standards and attainment
- works well as part of a team and has a commitment to improving and developing their own practice

We can offer you:

- a well-resourced learning environment with an enthusiastic and supportive staff
- a forward-thinking school that is dedicated to the success of all children and staff
- the opportunity for continued professional development within our graduate TA scheme and the Merrylands Teacher Training programme

### Application

We strongly advise a visit to the school is made prior to application. Visits can be arranged by contacting Gaynor Collier at [admin@merrylands-pri.essex.sch.uk](mailto:admin@merrylands-pri.essex.sch.uk) or by phone 01268 417893.

Please take care to complete the application in full, as any incomplete applications will not be considered.

We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references. We are an equal opportunities employer.

**Documentation**

The following documents are attached

- Berlesduna Equal Opportunities Form
- Berlesduna Recruitment and Selection Policy
- Job Description
- Person Specification

**Job Description**

<b>Job Title</b>	ASC Learning Assistant
<b>Grade</b>	Band 3
<b>Reports to</b>	Headteacher, ASC Teacher, SENCO
<b>Responsible for</b>	n/a
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to support pupils' needs and their learning in line with the national curriculum, codes of practice and school policies and procedures. Have particular and specific responsibility for ASD Pupils which supports the ASC and other schools.
<b>Principal Accountabilities</b>	Take a lead providing support to the whole schools in ASD take a lead in supporting the all pupils in a particular learning area (e.g. ICT, National Curriculum subject) AND To support the work of the ASC Teacher, contributing to planning, development and decision making and undertake related administrative duties
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To take specific whole school responsibility for the preparation, maintenance and control of stocks of materials and resources as required</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li> <li>• Working with individuals or small groups of children</li> <li>• Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Support the work of the AC Teacher, contributing to planning, development and decision making</li> <li>• Write reports and records as required</li> <li>• To be involved in planning, organising and implementing IEPs including attendance at, and contribution, to reviews</li> <li>• Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently</li> <li>• Assist the teacher and other staff in the implementation of care programmes</li> <li>• To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.</li> <li>• Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given</li> <li>• To support learning by devising appropriate resources/methods to facilitate agreed learning activities</li> <li>• To operate, and as appropriate maintain specialist equipment</li> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits</li> <li>• To physically assist pupils during activities e.g. swimming, PE</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> </ul>

- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
  
- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the staff member's contract.

The post is portable across any school in the Trust.

## LEARNING SUPPORT ASSISTANT (G)

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience Knowledge and experience of working with children with ASD Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and good understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Good working knowledge of ICT to support learning
<b>Communication</b>	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Detailed understanding of the school curriculum Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships

		with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others