# Riverside Primary School

**Job Description**

**POSITION: 1:1 Learning Support Assistant**

**SALARY SCALE: Scale 4: £16.780 – Pro Rata**

**PURPOSE OF JOB**

* This post will involve working with children on the Autistic Spectrum, therefore practical experience is required.
* You will be responsible for delivering different programs according to the needs of the children
* To work under the direct instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
* To ensure that pupils’ special educational, health, safety and welfare needs are met in the educational context.
* To uphold the dignity and respect of the individual pupil/student.

### MAIN TASKS

**General**

* Perform daily playground/lunch duties as designated by Senior Management.
* Be responsible for supporting children in extracurricular clubs (3.00pm-4.00pm)
* Be conversant where applicable with and use information technology equipment

available within the school.

To promote and assist the pupil/student in reaching maximum independence. When necessary act as an advocate for the individual pupil/student.

### Classroom Preparation

Set out learning resources in line with the preparation requirements provided, normally by the teacher.

Check the availability and location of safety equipment in the learning environment.

Report shortages of learning materials to the teacher.

Encourage pupils to return materials to the appropriate place after use and to dispose of waste in a safe and tidy manner.

1. Check the condition of learning resources and materials after use.
2. Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
3. Ensure that IT/technological or mobility aids are ready for daily use and set up for teachers and pupils/students, as appropriate.
4. Support pupils’/students’ access to the curriculum as directed by the teacher.
5. Prepare materials for lessons and/or display work and put up displays.
6. Support as appropriate, pupils/students in a range of activities outside the classroom, e.g. swimming, hydrotherapy, community access.
7. Participate/assist with as required, maintain home/school diaries and assist generally with home/school liaison.
8. Implement, under the guidance of teaching staff, behaviour programmes for pupils/students with emotional and behavioral difficulties resulting from their SEN.

### Classroom Records

1. Complete basic records accurately and legibly with the details specified by the teacher (i.e. complete basic reading records, IEP targets).
2. Comply with the school requirements for storage and security of pupil records at all times.
3. Maintain confidentiality according to organisational and legal requirements.

### Working with pupils

1. Provide the pupil with the level and type of individual attention specified by the teacher.
2. Work to build a good relationship with the pupil.
3. Encourage the pupil to take responsibility for his/her own behaviour and to act independently.
4. Interact with the pupil in a manner appropriate to the pupil’s communication and interaction skills.
5. Encourage and reinforce positive interactions between pupils.
6. Encourage pupils to work together to comply with behaviour targets they have been set.
7. Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.

### Personal Development

1. Maintain an up to date understanding of the requirements of the role and responsibilities.
2. Undertake appraisal/performance review.
3. Undertake agreed development actions conscientiously and within the required timescale.
4. Make effective use of the development support available.

### Health and Safety

1. To undertake enhanced healthcare duties in accordance with individual care plans. (Scale 4 duties only)
2. Promptly report signs of health problems to the teacher.
3. Be responsible for individual or groups or pupils/students for their health, safety and welfare.
4. Implement, as appropriate, visual/speech/physio programmes as determined by therapists and directed by the Teacher.

### General

1. The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

### Equalities and Diversity

1. Ensure that services are delivered in accordance with good equalities and diversity practice.
2. Ensure that equalities and diversity in mainstreamed in your area of work.

Riverside Primary School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

This job description will be subject to Annual Review, in consultation with the Headteacher to take into account the changing needs of the school

**Please send applications to:** [**Riverside@riverside.bardaglea.org.uk**](mailto:Riverside@riverside.bardaglea.org.uk)

**Closing date:** **12 noon on 11th May 2018**

**Shortlisting: 14th May 2018**

**Interviews: TBC**

**If you have not heard by this date you have been unsuccessful in your application.**