

## **OAK COTTAGE PRIMARY SCHOOL - JOB DESCRIPTION**

<b><u>Job title</u></b>	Child Specific Learning Support Assistant (Part-time 8.50am -2.50pm)
<b><u>Responsible to</u></b>	SENCo/Inclusion Leader
<b><u>Purpose of role</u></b>	To work in partnership with the child, the parents and the school.

### **MAIN DUTIES & RESPONSIBILITIES**

#### **Supporting the pupil**

- To develop an understanding of the type of support needed by the pupil
- To attend to the personal, physical and medical needs of the pupil, so that their well-being is maintained
- To work with the child in a 1:1 or small group situation
- To accompany the pupil on educational trips/visits as directed by the teachers in school
- To implement programmes designed by other professionals as listed in the EHC Plan.

#### **Supporting the teacher**

- To monitor the individual pupil's progress, achievements and developments and report these to the teacher, to inform decisions taken regarding the IEPs for the pupil
- To assist in the day-to-day management of the learning environment in order to meet the needs of the pupil
- To provide input into the planning, preparation and delivery of activities in order to meet the needs of the pupil, under the direction of their class teacher and SENCo
- To provide regular information to contribute to the teacher and SENCo records and reports
- To implement the EHC plan requirements

#### **Supporting the curriculum**

- To be aware of the relevant documents used in school to plan the curriculum
- To identify and use resources to support the child's access to learning and inclusion.

#### **Supporting the school**

- To support the development of positive relationships between home and school
- To adhere to and maintain school policies, routines and codes of conduct and to support the ethos of the school
- To attend and contribute to review meetings
- To attend and contribute to other meetings as appropriate
- To be aware of the school's Equal Opportunities Policy
- To be aware of and practise according to the school's Child Protection Policy and Safeguarding Policy
- To be aware of and work safely within the LA's Health & Safety regulations
- To provide an effective link and liaise with all other agencies as appropriate

#### **Other professional requirements**

- To be able to respond appropriately to unexpected problems and situations
- To be able to exercise well-developed interpersonal skills
- To be aware of the need to make effective use of professional development opportunities
- To maintain confidentiality
- To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post

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Salary: Band B, £11678 - £12,106 (pro rata salary) Points 3-5

Hours: 25 hrs per week (8.50 am – 2.50 pm)

Weeks: 38 weeks per year, term-time only

This is a temporary post

Signature: Head Teacher .....

Employee .....

Date May 2024

*This job description is subject to an annual review and may be amended after full consultation at the request of the Head Teacher or the postholder.*