

JOB DESCRIPTION	
Additional Learning Faculty Learning Assistant	
GRADE: 3	
REPORTS TO: Additional Learning Faculty Manager	
1.	PURPOSE OF JOB: To work with individual children having special or particular needs, in accordance with the child's EHCP where appropriate and/or groups of children as directed by the Head of Faculty. To provide support to the Headteacher\Teacher across a range of child-centred activities to promote child development and learning. To take responsibility for some specific tasks.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
i.	To meet the expectations of the National Professional Standards for Teaching Assistants.
ii	Contribute to the development of Pupil Profiles / Learning Plans.
iii	Liaise with teaching staff to prepare and deliver work programmes for groups or individual pupils.
iv	Assess identified pupils in and out of the classroom
v	Be responsible for specialist equipment.
vi	Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant EHCP specific to the child.
vii	Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem and independence. Observe and record development. Support those children with special needs.
viii	Carry out reasonable personal care and hygiene duties and administer basic first aid. Assist with the movement of children in and around the school.
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	Act in accordance with academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Required to follow policies and procedures but may need to be creative when making suggestions to resolve a child-centered problem and when assisting with developing activities.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children and their parents/carers, other employees at the school. Liaise with other professionals under the supervision/guidance of the teacher.</p>
6.	<p>DECISIONS</p>
	<p>a) Discretion –</p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.</p>
	<p>b) Consequences –</p> <p>Any errors should be easily identified and rectified</p>
7.	<p>RESOURCES</p> <p>Learning resources.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands –</p> <p>Subjected to conflicting priorities due to curriculum and care needs.</p>
	<p>b) Physical Demands –</p> <p>Some bending.</p>
	<p>c) Working Conditions –</p> <p>Academy based and may be required to undertake reasonable duties of a personal nature across both campuses.</p>

	<p>d) Work Context –</p> <p>Potential risk to well-being through hygiene duties and possible aggression from pupils/parents/carers.</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</p> <p>GCSE at grade C or above or equivalent in Maths, English & Science or equivalent level of competency.</p> <p>2 years relevant experience.</p>		
10.	<p>GENERAL</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Equal Opportunities policy.</p> <p>Health and Safety - The postholder is required to carry out the duties in accordance with Health and Safety policies and procedures.</p> <p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]