

# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Individual Learning Support Assistant</b>
<b>Salary Scale</b>	<b>Scale 1D</b>
<b>Hours</b>	<b>8:30 – 16:30 (Monday to Friday) (41 contract weeks)</b>
<b>Responsible to</b>	<b>Class Teacher (39 weeks) Short Term Break Manager (2 weeks)</b>

## Aim of the Post

To provide support to a named student, who has been identified as requiring additional support, and their classroom group during school hours. The duties will not be confined solely to the named student but also involve working with other students in the class. The post will cover term time support, and specified inset days. In addition, the Post holder will be required to commit to an additional two weeks respite care work, during Easter or Summer holidays.

## Duties Comprise:

- To promote and sustain a culture of gentleness within the department and support this across the school community.
- To participate in regular reflective practice through the use of video reviews.
- To take on responsibility for a variety of everyday tasks as required by teaching staff.
- To work as a proactive member of a class based team, to take guidance from teaching staff and work as part of the class team to implement all aspects of the students' educational programme.
- To safeguard the students' health and safety.
- To implement written educational programmes devised by the class teacher and contribute to the evaluation and recording of these.
- To assist in the implementation of personal care programmes.
- To commit to personal development, induction and continuous professional development.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the

organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.

- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- To be aware of the school policies and to act in accordance with them.
- To work if required to a maximum of two weeks per year for the school's short term break provision for which extra payment would be made.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Please note: 41 weeks per year consists of 38 weeks in term time, 1 week of inset days, and 2 weeks' short term break as directed by senior management**

*This job description may be amended at any time after discussion with you.*

# Person Specification

## **Qualifications and Experience**

1. It would be an advantage to be able to show experience of working with children and young people with Additional Educational Needs and Challenging Behaviour.

## **Skills and abilities**

2. Ability to contribute to the team's record keeping.
3. Ability to follow student's IEP's (Individual Education Plan) and support plans
4. Ability to assist in the carrying out of activities for individual students and groups of students.
5. Willingness to take part in the daily routines of the school.
6. Ability to demonstrate the skills required to work effectively as part of a team.
7. An interest to learn to use a computer for teaching purposes.
8. To accompany students to go swimming
9. A willingness to contribute to the life of the school in general including major School / parents events on a weekend.
11. It would be desirable to have a full, clean driving license and be prepared to drive school vehicles, subject to required insurance conditions.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*