

JOB DESCRIPTION

Job Title: Learning Assistant		Ref No:	JE Ref: G601
Department: Education, Skills and Community Wellbeing		Band: 5	Location: Dumfries and Galloway
Responsible To:	Head Teacher		
Responsible For:	N/A		
Job Purpose:	Be a member of a team who support learning and teaching within the curriculum and the personal development of children and young people.		
Main Responsibilities:	Provide curricular support, personal support and supervision for children and young people		
Job Activities:	1. Provide in-class generic support e.g. general support while pupils are processing new information and ideas, contributing to a positive classroom climate and positive school ethos in building positive relationships with pupils and colleagues, etc. 2. Support individuals and groups e.g. reading, scribing, supporting Literacy and Numeracy strategies, supporting the use of ICT, assisting with individual educational programmes [IEPs] etc. 3. Listen to children and using praise and encouragement to support the development of self-esteem, communicating appropriately e.g. using appropriate language and non-verbal supports, using specialist communication systems e.g. signing, Makaton, etc. 4. Support pupils for whom English is an Additional Language 5. Provide additional individual support e.g. observation and contributing to the assessment and planning for individuals and groups, providing nurture and emotional support, supporting language programmes and / or movement programmes as recommended by specialist children's services, etc. 6. Provide support outwith the classroom e.g. supporting pupils to achieve the desired outcomes while involved in activities outwith the classroom or on visits and trips. Supporting pupils in practical activities e.g. swimming, horse riding, art, science, etc. 7. Personal Care and Development 8. Supervision outwith the classroom e.g. in cloakrooms, corridors, dining area, playground, etc. 9. Provide reassurance, comfort and first aid for minor ailments and playground accidents, etc.		

	10. Provide personal care to pupils requiring intimate care e.g. toileting, feeding, intimate medical care etc., in line with agreed protocols within a care plan, and the child's plan, maintaining dignity and enabling independence as far as possible 11. Provide personal care to pupils identified as requiring Safer Handling and De-escalation (e.g. Centaur/ Team Teach), in line with agreed protocols within the child's care plan and the child's plan, maintaining dignity and enabling independence as far as possible. This may include use of specialist equipment e.g. hoists, wheelchair, changing tables, teaching aids 12. Support the development of mobility, language and emotional literacy by following programmes and activities recommended by specialist agencies within the children's plan e.g. speech & language therapy, occupational therapy, behaviour support, etc. 13. Support the child to positively manage their own behaviour where there might be a need for this identified within the child's plan 14. Complete records, day sheets, home diaries etc. It is important that these duties relate to the children with whom you work 15. Supervision of children arriving and leaving school 16. Be a member of a school team supporting the development of all pupils and when supporting pupils with significant needs, the post holder may also be part of a wider multi-agency team and will contribute to the support identified within the child's plan for those pupils <i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i>		
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.		
Prepared by:	<table border="1"> <tr> <td data-bbox="422 1982 1101 2027">Head of Strategic Support (West)</td> <td data-bbox="1101 1982 1513 2027">Date: February 2015</td> </tr> </table>	Head of Strategic Support (West)	Date: February 2015
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