



## **Job Description for Maternity Cover Primary Learning Support Assistant**

**Bradford Christian School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

### **JOB DUTIES:**

**In each case a committed Christian who is actively involved in a Christian fellowship supporting the students**

1. To develop an understanding of the specific needs of the student to be supported in the classroom.
2. To aid the student to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.

#### **For example:**

- Clarifying and explaining instructions
  - Ensuring students are able to use necessary equipment
  - Motivating and encouraging students.
  - Assisting in specific interventions such as speech and language, social skills or writing tasks
  - Helping the students to concentrate on and finish learning tasks given
  - Attending to the students personal and health needs
  - Developing appropriate resources to support the students
  - Assisting in the management of the student's social interactions and behaviour
3. To establish a supportive relationship with the student
  4. To establish acceptance and inclusion of the student in the classroom
  5. To manage the students as advised by the SENCo and Class Teacher
  6. To use methods of promoting/reinforcing the student's self-esteem and well-being
  7. To ensure the safety and welfare of the student or other pupils you come into contact with at all times while in your care
  8. To carry out any specific duties as outlined in the students Individual Education Plan's (IEP's) and Education, Health and Care Plans (EHC plans)

### **Supporting the SENCo and Class Teacher**

1. To assist the SENCo to develop a suitable programme of support and then carry out the programme within the classroom
2. To maintain the SEND team's system of recording and monitoring of the student's progress
3. To provide feedback about the student's difficulties and/ or progress to the SENCo and Lead Teacher
4. To write reports about the student's progress as requested by the SENCo
5. To participate in the evaluation of the support programme, with the SENCo, and Lead Teacher
6. To help adapt/find differentiated materials and resources to enable the students to access the curriculum

7. To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the Lead Teacher

### **Supporting the school**

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEND team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of/ follow school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
6. To maintain confidentiality about home-school, student-teacher, school-work matters
7. To complete any tasks as directed by the SENCo and Head Teacher.

### **Professional Development and Training**

1. Participate fully in training and development activities in school or at other providers in order to improve professional skills and knowledge identified by school or as developed as an outcome of your appraisal.
2. To participate in performance management reviews in line with school policy and Appraisal Regulations 2012.

### **Skills Required**

- Willingness to participate, where necessary, in professional development training.
- ICT literate.
- Pass A-C or equivalent in English and Mathematics to GCSE level or equivalent.
- Commitment to own professional development and that of colleagues.
- Good time management and able to work to deadlines.
- Engage pupils in their learning.
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Able to work as part of a team.
- Able to work on own initiative.
- Excellent organisational skills.
- Excellent interpersonal skills.
- Highly motivated and dedicated.
- Ability to listen and value opinions of others.
- Flexible, enthusiastic with a sense of humour.
- Retain confidentiality.
- Punctual and reliable.
- Resilience and a positive attitude.
- Should be able to allow for some out of hours working e.g. school functions, residentials, meetings, training, twilights etc.
- Clear CRB record (DBS checked).
- Good health and attendance record.
- To pray, support and have fellowship with colleagues.
- To have a personal faith and ongoing faith journey.
- To have a desire to nurture children in their faith.
- To desire a part in the vision and worldview of the school.
- To lead devotions, worship and assemblies which contribute to pupil's experience and spiritual development.