



Job Description Specialist Learning Support Assistant

Responsible to:	Learning Manager
Hours of work:	35 hours per week

The Trust

The Donaldson Trust is a longstanding provider of care and education to disadvantaged children in Scotland. The Trust has delivered services to children since 1856 in Edinburgh and since 2007 in Linlithgow. Our staff team provide specialist services to children, young people and families in Scotland. We work in partnership with Scottish Government, local authorities, child care professionals, public services and business.

Job Purpose

The Specialist Learning Support Assistant will assist with the learning and teaching of children with a range of additional complex needs. They will use their knowledge and understanding of complex additional support needs to support the safety and learning environment in which children and/or young people will thrive, under the guidance of a specialist teacher.

Principal Duties & Responsibilities

Meeting Children's Learning and Developmental Needs

- To work closely with class teachers and managers to deliver tasks, activities and resources matched to individual learning needs
- To be a positive role model and support children with their educational, personal and social development.
- To understand the reasons for communication difficulties and support children in developing their communication skills using a range of strategies and resources as appropriate.
- To gain an understanding of the range of conditions experienced by our children, how they impact on their learning and behaviour needs to support the children with these
- To support children to work together, encouraging teamwork and cooperation skills.
- To provide help to children in organising their work or following classroom routines
- To support all activities in the classroom and beyond, including therapeutic sessions, physical education and outings as planned and directed by the teacher or activity leader
- To support the development of curriculum activities through involvement in CPD training and development activities



Care and Welfare of Children

- To promote and safeguard the care, protection, health and safety of all children by working cooperatively with other school staff and partners to meet the holistic needs of our young people; to report all concerns in line with policy.
- To support children in taking either regular or as required medications, in line with the guidance in the medication policy.
- To support children when eating (snack or meals) to follow any dietary requirements as prescribed by parents or following medical advice
- To support any physical or health needs of the children s in their care and the monitoring/recording of this: this may include, for example, the use of equipment to support physical needs, the maintenance of audiological equipment or supervising scheduled sleep
- To provide personal and toileting care when necessary and support children in developing their own independence in this area.
- To communicate appropriately with parents and carers via diaries, telephone and email (via CMS) and Learning Journals.
- To build positive professional relationships with children and support them to manage routines and expectations
- To ensure the safety of children by supervising non-teaching areas, escorting children and young people in transition within and outwith the premises.
- To support, plan and lead during non-teaching time to promote play and share spaces.
- To work proactively with colleagues to encourage positive behaviour and de-escalate any concerning behaviours.
- To keep children's paperwork up to date reflecting practice, in conjunction with colleagues and to a professional standard
- To use CALM processes and procedures as trained.

Effective Organisation and Use of Resources

- To set up classrooms, to prepare classroom materials and resources and support class teachers with administrative tasks.
- To support teachers to maintain wall displays of children's work.
- To support teachers and children to maintain records of achievement (Learning Journals and evidence portfolios)

Organisational Support

- To attend training, meetings, in-service days etc. as required.
- To promote and support The Donaldson Trust principles, ethos and values
- To be aware of and comply with the Trust's Policies and procedures including but not limited to, child protection, adult protection, facilities, data protection, Health & Safety, ICT, HR, Equality & Diversity, Financial.

This document provides a concise statement of the current major tasks and activities of the job. It is not an exhaustive list of all its detailed duties.



PERSONAL SPECIFICATION

EXPERIENCE

- Successful and varied experience of supporting and working with children and young people with significant and complex additional needs.
- Experience of working in partnership with parents and external/partner agencies/services.

EDUCATION & QUALIFICATIONS

- Ability and willingness to achieve an appropriate qualification within a specified period.
- Strong evidence of relevant CPD
- Experience in a range of communication methods used by children with communication difficulties.

SKILLS/ABILITIES

- An awareness and understanding of current legislation in Education, Care and Health and its impact on the delivery of education for children and young peoples with additional support needs
- An awareness and understanding of current Child Protection legislation/guidelines
- Excellent organisation and time management skills
- Ability to work effectively as part of a team
- A pro-active approach
- Willingness to assist others
- Values which align with Donaldson's aims and ethos
- Willingness to work flexibly to meet external deadlines
- Ability to manage own workload and deal with stress and change in self, and others
- Commitment to Continuing Professional Development
- Ability to respond flexibly to emerging and changing circumstances.
- Understanding of the abilities and needs of children with additional support needs.

DESIRABLE QUALITIES FOR THE POST

- Professional Qualification in Additional Support Needs and/or Child Development
- Qualification in British Sign Language
- Driving licence and willingness to use school vehicles.
- Experience of contributing to whole school self-evaluation processes.
- Experience of being part of other professional bodies.
- Knowledge of Data Protection issues.
- Knowledge of relevant Health and Safety legislation.
- Knowledge of Equal Opportunities legislation.

Signed.....

Printed.....

Date.....



The Donaldson Trust