

HM Government of Gibraltar

Supply Special Needs Learning Support Assistant

Department of Education Job & Person Specification

Job Title: Supply Special Needs Learning Support Assistant (SNLSA)

Reporting to: Special Educational Needs Coordinator (SENCo) / Provision Leader / Teacher in a direct line management position, as relevant to the setting.

Accountable to: Director of Education; delegated, where expedient, to the Headteacher.

KEY RESPONSIBILITIES:

- Adhere to school policies and ethos.
- Work collaboratively with teachers, the SENCo / Provision Leaders and wider staff to ensure coherent support for pupils.
- Support individual pupils and small groups with their learning, behaviour and holistic development.
- Support pupils so that they are able to engage successfully with learning programmes and effectively use learning resources.
- Provide care and support for pupils' welfare, emotional, social and physical needs.

JOB PURPOSE SUMMARY:

Under the direction of the class teacher / SENCo / Provision Leader, the Special Needs Learning Support Assistant provides targeted support to pupils - particularly those with additional support needs - to enhance their learning, holistic development, and social and emotional wellbeing, while promoting a safe, respectful, purposeful and inclusive learning environment.

JOB DESCRIPTION:

1. Contribute to maintaining a positive, purposeful and well-organised learning environment and foster effective relationships with pupils, colleagues and parents / carers.
2. Follow safeguarding, health & safety, confidentiality and data protection procedures and all relevant school policies at all times.
3. Support pupils with their specific emotional, social, personal care, behavioural and learning requirements, as appropriate, using agreed approaches.
4. Support with the formulation and implementation of personalised learning plans and/or other programmed support as advised by professionals involved with the pupil e.g. the Speech and

Language Therapist, Occupational Health Therapist, Physiotherapist etc, under the direction of the teacher / SENCo / Provision Leader.

5. Support pupils in engaging with and progressing through individualised or group learning programmes.
6. Provide targeted support, under the direction of a teacher, to help pupils participate successfully in lessons, building confidence and engagement and fostering autonomy / independence, organisation skills and positive learning habits.
7. Support pupils' play-based learning in line with teacher plans, facilitating activities for individuals and/or small groups and encouraging engagement.
8. Observe, record, and report pupil engagement and progress in all setting(s) which they access to support the teachers' planning and understanding of individual needs.
9. Contribute to the review of individualised or group learning programmes.
10. Ensure a safe and respectful environment when assisting and supervising pupils with welfare routines such as toileting, dressing, eating and personal hygiene, in line with relevant training and policy.
11. Support pupils in developing co- and self-regulation, including where appropriate, use of programmes, rooms or equipment under the direction of the teacher / SENCo / Provision Leader in line with training and policies.
12. Under the professional direction of a teacher, supervise and provide targeted support to pupils in a range of settings beyond the classroom, promoting their safety, wellbeing and continued engagement in learning.
13. Monitor identified pupils during break time and/or lunch time, as required, ensuring their safety and supporting interaction with others and/or engagement in activities as appropriate, in line with the pupil's Personalised Learning Plan.
14. Support pupils across the setting(s) they access, including alternative provision and off-site trips and visits, under the direction of a teacher and in accordance with risk assessment plans.
15. Assist with the transit and support of children on Out-reach and In-reach programmes.
16. Assist pupils who have physical and/or mobility needs by lifting and positioning, exercising, transferring from or to transportation, as specified in a Care Plan in line with relevant training and policy.

17. Provide support with Access Arrangements for pupils, as appropriate, in line with JCQ and Cambridge International or other examination board requirements ensuring appropriate provision is in place for internal and external examinations and assessments.
18. Prepare and adapt learning resources, including technological devices and assistive technologies, to support pupils' access to learning; and assist and support pupils in engaging with and using these resources effectively, under the direction of a teacher.
19. Participate in meetings with school staff and external professionals, as and when required, to support pupils' wellbeing, holistic development and learning.
20. Participate in training, professional learning and performance development to enhance practice.
21. Carry out any other reasonable duties, that fall within the expectations of this role, as directed by the School and/or Department of Education.

PERSON SPECIFICATION – SUPPLY SPECIAL NEEDS LEARNING SUPPORT ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	4 GCSE (or GCE 'O' Level) passes at grades A* to C, 4-9 or CSE Grade 1, one of which must be English Language or an equivalent or higher qualification.	GCSE Mathematics pass (or GCE 'O' Level) at grade A* to C, 4-9 or CSE Grade 1, would be an advantage.
Experience:	<p>If not in possession of 4 GCSE's, candidates will be eligible to apply if they are currently on the Department of Education's SNLSA supply list.</p> <p>Relevant work experience in a similar background.</p>	<p>Experience of working with children with SEN or Nursery.</p> <p>Basic understanding of child development and learning.</p>
Key Skills and Behaviours:	<p>Good numeracy skills.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so.</p>	Understanding of First Aid procedures.
Other Requirements:	<p>A positive interest in working with children.</p> <p>Able to work as part of a team.</p> <p>Adaptability.</p> <p>Ability to work calmly and with patience to build positive relationships with both students and teachers.</p> <p>Willingness to participate in other development and training opportunities.</p>	