

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **LEARNING ASSISTANT**

#### **KEY RESPONSIBILITIES:**

Under the direction of the Head of children's services/Specialist Teacher/Speech and Language Therapist and Occupational Therapist:

#### **JOB DISCRIPTION**

1. To support the development of the children's communication skills by learning about alternative and augmented systems of communication. (Picture Exchange Communication System, Makaton sign language and the use of visual supports)
2. To facilitate the involvement of each child in the group sessions.
3. To facilitate learning in planned activities, working one to one with individual children.
4. To keep accurate records of work with individual children.
5. To help children to develop their self-help skills and independence - dressing, toileting, eating and drinking.
6. To contribute to the preparation, as part of the Autism Early Support Team, of the sessional activities.
7. To communicate with parents, at the end of the session, about their child's activities at the session.
8. To undertake in-house and other training as necessary.
9. To read and abide by AES Policies and Code of Conduct.

#### **PERSON SPECIFICATION**

1. Experience of working with young children.
2. Good communication skills with adults and children.
3. Interest in, or experience of, working with young children with learning and language difficulties including autistic spectrum disorders.
4. Ability to work as part of a team with other adults.
5. Ability to work one to one and in small groups to engage children's interest and attention.
6. Lots of energy, enthusiasm and sense of humour!
7. Childcare qualification desirable (NVQ level 3 or above) or willingness to train.
8. A commitment to safeguarding and promoting the welfare of children.
9. Willingness to partake in training about development, autism and teaching methods.

Autism Early Support is committed to an equal opportunities policy and to safeguarding and protecting children in our recruitment and selection procedures.

To apply for this position please send to the following email address:

[info@autismearlysupport.org.uk](mailto:info@autismearlysupport.org.uk)

- Your CV with full employment history both paid and unpaid, since leaving school
- A completed standard AES application form
- A covering letter explaining why you are interested in the post.
- Please set out how you meet each of the Person specifications in the job description
- The names addresses and phone numbers of two referees one of whom should be your current or most recent employer

All posts are subject to enhanced DBS/CRB clearance and identity checks.

Circle Centre is open for 35 weeks per year, for 3 terms each year. We follow Bucks CC Term dates.

Newly appointed staff are given an induction and introduction to the nursery and its policies and procedures and will be supported by a mentor. All staff are subject to a probationary period of 3 months. There are annual appraisals and mentoring for all staff and opportunities for professional development/training.

**Autism Early Support is committed to Equality of Opportunity**

