

## Job Description

<b>Job Title</b>	<b>SEN Learning Support Assistant</b>
<b>Grade</b>	Scale 4 (2019 Band 2 (to max point))
<b>Reports to</b>	Headteacher/SENCO, Class Teacher
<b>Responsible for</b>	Individual pupil needs
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to support a pupils with complex needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	Working with the individual pupil as well as small groups of children under the direction of teaching staff Provide skilled support to pupils with complex learning, behavioural, communication, social, sensory or physical difficulties.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Understand specific learning needs and styles and provide differentiated support to the pupil individually and within a group</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate</li> <li>• Establish positive relationships with pupils supported</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.</li> <li>• Carry out specific additional care tasks for the individual pupil only at the direction of a suitably qualified member of staff and once full training has been given</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required</li> <li>• Assist with the development and implementation of One Plans/EHCPs</li> <li>• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the teacher and other staff in the implementation of care programmes</li> <li>• To support learning by selecting appropriate resources/methods to facilitate agreed learning activities</li> <li>• Take an active role in the preparation, maintenance and control of stocks of materials and resources</li> <li>• To operate, and as appropriate maintain specialist equipment</li> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils' work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities</li> <li>• To assist with escorting pupils on educational visits</li> <li>• To physically assist pupils during activities e.g. PE.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## SEN LEARNING SUPPORT ASSISTANT Person Specification

General heading	Essential	Desirable
<b>Qualifications &amp; Experience</b>	Successful experience working with children in a school/early years environment	Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience.
	Basic knowledge of First Aid and understanding of School	Paediatric First Aid qualification
	Good reading and writing skills (GCSE grade C and above or equivalent)	
	Good numeracy skills (GCSE grade C and above or equivalent)	
	Knowledge of basic ICT to support learning	
<b>Communication</b>	Ability to write basic reports	Proficiency in using Word and other Office software
	Ability to use clear language to communicate information unambiguously Ability to listen effectively	
	Overcome communication barriers with children and adults	<b>BSL Level 2</b>
	Consult with children and their families and carers and other adults	
<b>Working with children</b>	Understand and implement the school's behaviour management policy	
	Ability to understand and support children with developmental difficulty or disability	Manual Handling Trained
	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies	
	Good understanding of the general aspect of child development Ability to assess progress and performance	
	Understand and support the importance of physical and emotional wellbeing	Mental Health Awareness Trained
<b>Working with others</b>	Understand the role of others working in and with the school	

	Understand and value the role of parents and carers in supporting children	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Ability to work effectively with a range of adults	
	Know when, how and with whom to share information	
	Ability to follow instructions accurately	
<b>Responsibilities</b>	Good organisational skills	
	Ability to remain calm under pressure	
	Ability to support the work of volunteers and other teaching assistants in the classroom	
	Ability to manage own time effectively	
	Demonstrate creativity and an ability to resolve routine problems independently	
<b>General</b>	Awareness of and commitment to equality	
	Basic understanding of Health & Safety	
	Understand and implement child protection procedures	Safeguarding Trained
	Understand procedures and legislation relating to confidentiality	GDPR trained.
	Be prepared to develop and learn in the role	