



Elmstead Primary School

Job Description

Job Title	SEN Learning Support Assistant (Primary/Nursery)
Grade	Scale 3 (Point 4 – 5)
Reports to	Headteacher, Class teacher and SENCo
Responsible for Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>To provide support to pupils in a particular curriculum area across the school or support pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.</p>
Principal Accountabilities	Provide particular and skilled support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties
Duties	<ul style="list-style-type: none">• Take an active role in the preparation, maintenance and control of stocks of materials and resources• Working with individuals or small groups of children under the direction of teaching staff• Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate• Establish positive relationships with pupils supported

- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To be involved in planning, organising and implementing EHCPs, including attendance at, and contribution to, reviews
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Attend to pupils' needs if wet or soiled.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits

General

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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.

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.