

FEDERATION OF FARNHAM & RICKLING CE PRIMARY SCHOOLS

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"Our vision is for every child to reach his or her full potential within a Christian environment"

SEN LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

JOB TITLE	SEN Learning Support Assistant	Scale 3, Points 4-5
PLACE OF WORK	Federation of Farnham and Rickling Primary Schools	REVIEW: Annually

Duties

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

Main Duties

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual one plans, contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the classroom
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Where appropriate, to know and apply positive handling techniques
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
- To accompany teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions

Equalities

- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

Healthy and Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school.

- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed: _____
Learning Support Assistant

Date: _____

Signed: _____
Headteacher

Date: _____

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.