



HAMILTON PRIMARY SCHOOL

SEND LSA JOB DESCRIPTION

Job Title: SEND Learning Support Assistant

Responsible to: Headteacher, SENCo, Classteacher

Responsible for: Identified pupil and SEND support for the class

- To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
- To provide support to pupils in a particular curriculum area across the school or support pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.
- To provide particular and skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.

Duties:

Particular Responsibilities:

- To be involved in planning, organising and implementing Education Health Care Plans, including attendance at and contribution to, reviews.
- Work with individuals or small groups of children under the direction of teaching staff.
- Understand the specific learning needs and styles of pupils and provide differentiated support to pupils individually and within groups.
- 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 English and Maths skills.
- Support the use of technology in the classroom and develop pupils' competence and independence in its use.
- Promote the inclusion and acceptance of children with Special Educational 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' intimate needs including wet or soiled incidents.**
- 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 Duties

- 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 the line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

Equal Opportunities

- To foster the concept of equal opportunities and the core values in the school across all aspects of the school curriculum, so that it is an intrinsic part of everything the School does

Liaison

- To ensure effective and meaningful dialogue with parents is developed and maintained.
- To plan and develop links with external agencies where possible or appropriate, to ensure constant contact with the community around us.
- To liaise frequently with:
 - the Headteacher
 - other members of the SLT
 - the SENCo
 - parents
 - other members of staff
 - any outside agencies regarding Educational Healthcare Plans

Safeguarding

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Operating clear whistleblowing procedures.
- Sharing information, with other professionals.

The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.