



**SEN Learning Assistant  
Attain Academy Partnership  
Rayne Primary and Nursery  
School**  
Job Description

## **Pay and Conditions**

This position is to assist in the provision of support for pupils with SEN from funds allocated for this purpose. In the event of the allocation diminishing or ceasing, the needs for this service will be reviewed and may cease with due notice.

Pay range: Pay Scale 3 Point 4 - 5

You will also be eligible to join the Local Government Pension Scheme.

## **Specific Job description – Classroom Assistant**

### **Core Duties**

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice, school policies and procedures.

### **Reports to**

Head of School / Class teacher

### **Principal Accountabilities**

- Working with individuals or small groups of children under the direction of teaching staff
- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.

### **Specific Duties**

- Interact with, and support pupils, according to individual needs and skills
- 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 attend to pupils' personal care needs including help with social, welfare, care and health matters
- 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
- Assist with the development and implementation of IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To assist with the preparation, maintenance and control of stocks of materials and resources
- 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
- To assist pupils during activities e.g. swimming, PE

### **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 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 Policies

## Person Specification

	Detail	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<b>Specific qualifications &amp; experience</b> <ul style="list-style-type: none"> <li>Successful experience working with children in a school/early years environment</li> <li>Educated to NVQ Level 2 in learning support/early years or equivalent qualification/experience</li> <li>Completion of DCSF induction programme</li> </ul>	√	√
	<b>Knowledge of relevant policies and procedures</b> <ul style="list-style-type: none"> <li>Basic knowledge of First Aid</li> <li>Understand classroom roles and responsibilities and your own position within these</li> </ul>	√ √	
	<b>Technology</b> <ul style="list-style-type: none"> <li>Good working knowledge of ICT to support learning.</li> </ul>	√	
<b>Communication</b>	<b>Written</b> <ul style="list-style-type: none"> <li>Ability to write detailed reports, letters.</li> </ul>		√
	<b>Verbal</b> <ul style="list-style-type: none"> <li>Ability to use clear language to communicate</li> <li>Information unambiguously ability to listen effectively.</li> </ul>	√ √	
	<b>Languages</b> <ul style="list-style-type: none"> <li>Specialist language/communication skills if appropriate.</li> <li>Overcome communication barriers with children and adults</li> </ul>	√ √	
	<b>Negotiating</b> <ul style="list-style-type: none"> <li>Ability to negotiate effectively with adults and children.</li> </ul>	√	
<b>Working with children</b>	<b>Behaviour Management</b> <ul style="list-style-type: none"> <li>Ability to demonstrate effective implementation of the school's behaviour management policy and strategies, which contribute to a purposeful learning environment.</li> </ul>	√	
	<b>SEND</b> <ul style="list-style-type: none"> <li>Successful completion of training to support SEND if appropriate.</li> </ul>	√	
	<b>Curriculum</b> <ul style="list-style-type: none"> <li>Good understanding of the school curriculum</li> <li>Knowledge of literacy/numeracy strategies</li> </ul>	√ √	√ √
	<b>Child Development</b> <ul style="list-style-type: none"> <li>Good understanding of child development.</li> <li>Ability to assess progress performance and recommend appropriate strategies to support development.</li> <li>Motivate, inspire and have high expectations of pupils.</li> </ul>	√  √	√

	<b>Health &amp; Well being</b> <ul style="list-style-type: none"> <li>Understand and support the importance of physical and emotional wellbeing.</li> </ul>	√	
<b>Working with others</b>	<b>Working with partners</b> <ul style="list-style-type: none"> <li>Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.</li> </ul>	√	
	<b>Relationships</b> <ul style="list-style-type: none"> <li>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.</li> </ul>	√	
	<b>Team work</b> Ability to work effectively with a range of adults.	√	
	<b>Information</b> <ul style="list-style-type: none"> <li>Contribute to the development and implementation of effective systems to share information.</li> </ul>	√	
<b>Responsibilities</b>	<b>Organisational skills</b> <ul style="list-style-type: none"> <li>Good organisational skills.</li> <li>Ability to remain calm under pressure.</li> <li>To be flexible.</li> <li>Follow instructions accurately.</li> </ul>	√ √ √ √	
	<b>Time Management</b> <ul style="list-style-type: none"> <li>Ability to manage own time effectively.</li> <li>Ability to adapt quickly and effectively to changing circumstances/situations.</li> </ul>	√ √	
	<b>Creativity</b> <ul style="list-style-type: none"> <li>Demonstrate creativity and an ability to resolve problems independently.</li> </ul>	√	
<b>General</b>	<b>Equalities</b> <ul style="list-style-type: none"> <li>Awareness of and promotion of equality.</li> </ul>	√	
	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Good understanding of Health &amp; Safety.</li> </ul>	√	
	<b>Child Protection</b> <ul style="list-style-type: none"> <li>Good understanding and effective implementation of child protection procedures.</li> </ul>	√	
	<b>Confidentiality/Data Protection</b> <ul style="list-style-type: none"> <li>Understand procedures and legislation relating to confidentiality.</li> </ul>	√	
	<b>CPD</b> <ul style="list-style-type: none"> <li>Demonstrate a clear commitment to develop and learn in the role.</li> <li>Ability to critically evaluate own performance.</li> </ul>	√ √	