

Job Description – 2020



Job Title	Learning Support Assistant – SEN
Grade	Band 2 (to mid point)
Reports to	Headteacher, Class Teacher, SENCO,
Responsible for	1:1 support for named child
Liaison with	Teaching staff, support staff, Headteacher, SENCO, pupils and parents.
Job Purpose	To provide support for the named pupil to ensure they are fully included in all activities undertaken by the class and that they make excellent progress towards their individual outcomes.
Principal Accountabilities	<ul style="list-style-type: none"> • Working with an individual or small groups of children under the direction of teaching staff • Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
Duties	<ul style="list-style-type: none"> • Establish positive relationships with pupils supported. • Develop knowledge of the particular needs of the named child and seek advice from the class teacher, SENCO and outside agencies as required • To attend to pupil's personal needs including feeding, toileting and medical needs • To be involved in the planning and preparation of day to day activities alongside the class teacher and other staff team members and provide feedback on the progress of the child or children • To aid access to the full range of learning experiences both inside and outside the classroom by making adaptations where necessary • To make or modify resources as required • To deliver individual learning programmes and interventions as required • Facilitate inclusion in small group activities with peers and support interaction between them • To support the organisation and development of an inclusive learning environment both inside and outside the classroom • To contribute to relevant meetings with outside agencies and to review the child's progress and

	<p>consider their next steps</p> <ul style="list-style-type: none"> • Assist with the review, development and implementation of individual support plans, learning plans and the annual review of the EHCP • To support the named pupil in the playground, being mindful of their health and safety in relation to their individual needs and encourage safe, interactive play with peers. • To attend training and meetings as deemed appropriate for the needs of the child • To work as part of the team to ensure the child is fully included within the classroom and as part of the school community
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare and the statutory guidelines relating to disability discrimination and special educational needs • To understand, apply and take responsibility for following all school policies in relation to personnel matters • 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. <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>

LEARNING SUPPORT ASSISTANT - SEN Person Specification

General heading	Detail	Examples
Qualifications & Experience	Desirable qualifications & experience	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. GCSE Grade C or equivalent qualifications in maths and English. Experience of working with SEN children. Completion of Teaching Assistant Induction Programme at Higher Level.
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid.
	Literacy	Good reading and writing skills.
	Numeracy	Good numeracy skills.
	Technology	Knowledge of basic ICT to support learning.
Communication	Written	Ability to write basic reports.
	Verbal	Ability to use clear language to communicate information unambiguously. Ability to listen effectively.
	Languages	Experience of working with pupils with communication difficulties. Ability to overcome communication barriers with children and adults. Experience of Makaton signing.
	Negotiating	Consult with children and their families and carers and other adults.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Ability to understand and support children with developmental difficulty or disability.
	Curriculum	Good understanding of the school curriculum. Knowledge of English/ maths curriculum.
	Child Development	Good understanding of the general aspect of child development. Ability to assess progress and performance.
	Health & Well being	Understand and support the importance of physical and emotional wellbeing.

Working with others	Working with partners	Understand the role of others working in and with the school. Understand and value the role of parents and carers in supporting children.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with a range of adults.
	Information	Know when, how and with whom to share information. Ability to follow instructions accurately.
Responsibilities	Organisational skills	Good organisational skills. Ability to remain calm under pressure.
	Line Management	Ability to support the work of volunteers in the classroom.
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently.
General	Equalities	Awareness of and commitment to equality.
	Health & Safety	Basic understanding of Health & Safety.
	Child Protection	Understand and implement child protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.
	CPD	Be prepared to develop and learn in the role.