

# Rettendon Primary School

Main Road, Rettendon, Chelmsford, CM3 8DW

Headteacher Mrs S Sloper  
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## Job Description – Learning Support Assistant SEND

The post holder will work in partnership with class teachers to support learning in line with the National Curriculum, EYFS Developmental Matters and Birth to Five, codes of practice and school policies and procedures.	
<b>Responsible to:</b>	Head teacher/ Deputy Head teacher
<b>Scope:</b>	Learning Support Assistant Duties under the direction of the Class Teacher and Senior Leadership, one-to-one work and small group work.
<b>Salary/Grade:</b>	Scale 3 Point 4-5 31.25 hours 8.30am – 3.30pm Monday to Friday with 0.75 hours lunch break
<b>MAIN (CORE) DUTIES:</b> <ul style="list-style-type: none"><li>- Working with individuals or small groups of children under the direction of teaching staff.</li><li>- Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li></ul>	
<b>REPORTS TO:</b> <ul style="list-style-type: none"><li>- The postholder is responsible to their line manager for his/her duties and responsibilities</li><li>- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships, which will promote the development and effective delivery of the school curriculum and maximise pupils' achievement</li><li>- The post holder will communicate effectively with parents/carers in liaison with the Class Teacher</li></ul>	

**General Duties**

- Establish positive relationships with pupils supported
- Support pupils with activities which support English and Maths skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- 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
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To support indoor/outdoor education and embrace the forest school approach
- To tend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Assist with the development and implementation of Individual Support Plans
- Liaise with other staff 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 and lunch times when the post holder should facilitate games and activities to engage children in purposeful play
- To assist with escorting pupils on educational visits
- 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.
- 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.

**Specific Responsibilities**

- To engage in professional reading to support children with SEND
- Engage in continuous professional development, for example, TeamTeach, supporting speech development
- Attend annual reviews by invite

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

**Information**

This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;

- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.