



## St. Mary's C. of E. Primary School

### St. Mary's CE (VA) Primary School Burnham-on-Crouch SEN EHCP Learning Support Assistant Job Description



<b>Name</b>	XXXX
<b>Job Title</b>	SEN EHCP Learning Support Assistant
<b>Grade</b>	Scale 3 Points 5-6.
<b>Hours</b>	Monday to Friday 11 hours and 40 minutes per week. 12.50-3.10pm
<b>Reports to</b>	Class Teacher, SENCO
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with the class teacher to assist in promoting the learning and personal development of the pupils to whom you are assigned, in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	Work with children with SEN under the direction of teaching staff. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting the activities according to pupils' individual learning plans and responses as appropriate.
<b>Duties</b>	<p>Establish a positive relationship with pupils and garner respect.</p> <p>Implement planned learning activities/teaching programmes as agreed with the teacher and SENCo, adjusting the activities according to the pupils' individual learning plans and responses, as appropriate.</p> <p>Support with activities which develop English and Maths skills.</p> <p>Support the use of computing in the classroom and develop the pupils' competence and independence in its use.</p> <p>Promote positive pupil behaviour, set high standards and support the pupil in maintaining these, in line with school policies.</p> <p>Assist with the pupils' medical and health needs.</p> <p>Promote inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.</p> <p>Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on the pupil's progress and behaviour.</p> <p>Monitor and record the pupils' activities as appropriate, writing records and reports as required.</p> <p>Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</p> <p>Support learning and be proactive in arranging/providing resources for lessons/activities under the direction of the teacher.</p> <p>Attend to the pupils' personal needs including help with social, welfare and health matters, including minor first aid.</p> <p>Assist with the development and implementation of the pupils' individual learning plans and targets, including attendance at, and contribution to, reviews.</p> <p>Liaise with other staff and provide information about pupils as appropriate.</p> <p>Assist with display and presentation of pupils' work.</p> <p>Supervise pupils for limited and specified periods, such as playtimes, and facilitate games and activities.</p> <p>Assist with escorting pupils on educational visits.</p>
<b>General</b>	<p>Understand and apply school policies in relation to health, safety and welfare.</p> <p>Attend relevant training and take responsibility for own development.</p> <p>Attend relevant school meetings as required.</p> <p>Respect confidentiality at all times.</p> <p>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</p> <p>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</p> <p>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</p> <p>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> <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>

Signature \_\_\_\_\_ Date \_\_\_\_\_

Headteacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Person Specification SEN EHCP Learning Support Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Examples</b>	<b>Essential</b>	<b>Desirable</b>
	Specific qualifications & experience	Successful experience working with pupils with ASD and/or challenging behaviour.	X	
		Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience.		X
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general understanding of school policies and procedures.	X	
	Literacy	Good reading and writing skills.	X	
	Numeracy	Good numeracy skills.	X	
	Technology	Knowledge of, and confidence in, basic computing to support learning.	X	
<b>Communication</b>	Written	Ability to write basic reports which are accurate and grammatically correct.	X	
	Verbal	Ability to use clear spoken language to communicate information unambiguously and also to listen effectively.	X	
	Negotiating	Ability to consult with children and their families and carers and other adults.	X	
<b>Working with children</b>	Behaviour Management	Ability to understand, and implement positively, the school's behaviour management policy.	X	
	SEND	Ability to understand and support children with developmental or other disabilities.	X	
	Curriculum	Good understanding of the primary curriculum and knowledge of current methods and approaches. Ability to assess and feedback on progress and performance.	X	
	Child Development	Good understanding of the general aspects of child development.	X	
	Health & Wellbeing	Understand the importance of and support the development of both physical and emotional wellbeing.	X	
<b>Working with others</b>	Working with partners	Ability to work in partnership with others both inside and outside the school. Work in partnership with, and understand the role of, parents and carers in supporting children's learning.	X	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	X	
	Team work	Ability to work effectively with a range of adults.	X	
	Information	Know when, how and with whom to share information. Ability to follow instructions accurately.	X	
<b>Responsibilities</b>	Organisational skills	Have excellent organisational skills. Ability to remain calm under pressure.	X	
	Time Management	Ability to manage own time effectively	X	
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently	X	
<b>General</b>	Equalities	Awareness of and commitment to equality of opportunity	X	
	Health & Safety	Basic understanding of Health & Safety requirements	X	
	Child Protection	Understand and be able to implement child protection procedures.	X	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and act in accordance with these.	X	
	CPD	Be proactive and willing to develop and learn in the role.	X	