

## **JOB DESCRIPTION**

**Job Title:** HLTA SEND Support Assistant

**Grade:** SCP Level 5, Point 8 - 12

**Responsible to:** Inclusion Lead, SLT

**Liaison With:** Class Teacher

### **KEY ROLE:**

The postholder will be responsible for supporting children with special educational needs; social, emotional and mental health needs, and/or disability needs with their learning, under the direction and guidance of class teachers and the SLT and to provide for the social, educational and welfare needs of pupils within the school.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Supporting Pupils -**

- To work with individuals or small groups of children at the direction of teaching staff and SENCO
- To support pupils working at pre key stages in their learning and progress across all curriculum areas
- To ensure there is an understanding of the specific needs of pupils within the classes and year groups that you work and linked between classes and your interventions
- To interact with and support pupils according to individual needs, ensuring appropriate resources / methods are selected to facilitate learning activities
- To establish a supportive relationship with pupils, in a range of formal and informal contexts
- To provide regular feedback to pupils and staff both verbally and in line with the school's Feedback & Marking policy
- To assist with escorting, supervising and supporting pupils on educational visits
- To promote positive pupil behaviour in line with school policies and procedures.
- To support pupils with EHCPs or pupils with high needs by creating a personalised learning pathway & planning interventions

#### **Individual Needs -**

- To be involved with planning, organising and implementing intervention / ISP / EHCP support for individual pupils
- To report back to class teachers / SENCo / SLT on the progress of children, keeping computerised records and completing school paperwork accurately and in a timely manner

- To promote the inclusion and acceptance of pupils with any SEND/ SEMH ensuring they have access to learning both in and out of the classroom
- To attend to pupils' personal needs, including help with social, welfare and health matters including minor first aid
- To assist pupils at the start and end of day and on the playground / field as required.
- To assist pupils during the lunchtime and playtime periods as required.

**General**

- To support class teachers with general class organisation and administrative duties eg. displays, filing, resourcing etc.
- Ensure the specialist classroom is well organised and displays are up to date.
- To participate in the performance management 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 & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all School and Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the School's and Trust's Equal Opportunities Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPL any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust or school

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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

**Post Holder's Signature:** ..... **Date:** .....

**Line Manager's Signature:** ..... **Date:** .....

**LSA  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• English and Maths GCSE grades A*-C, or equivalent</li> </ul>	Level 2 / 3 LSA  First aid qualification
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting and within a classroom</li> <li>• Experience of working with individuals or groups of pupils in supporting their learning</li> </ul>	Experience of working in more than one year group / key stage  Previous SEMH/ SEN/ Behaviour experience
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent behaviour management abilities</li> <li>• Ability to prioritise work effectively</li> <li>• Ability to work flexibly to meet deadlines</li> <li>• Ability to respond positively to instructions from others</li> <li>• Ability to work as part of a team</li> <li>• Understanding of the National Curriculum and the stages of children's learning and development</li> <li>• Understanding of the educational welfare and social needs of children</li> <li>• Ability to build positive relationships with pupils in order to enhance their learning and development</li> <li>• Proven excellent written and oral communication skills, including IT skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work; being responsive, empathetic and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Able to remain calm in difficult situations</li> <li>• Diplomatic</li> <li>• Relatable and personable</li> <li>• Compassionate</li> </ul>	