# Job Description

**JOB TITLE:** **SEN Learning Support Assistant**
**GRADE:** **Thurrock Pay Scales Grade: A Point: 1 to 6 (Depending on Experience)**
**REPORTS TO:** **SENCo/Deputy Head Teacher**

**Job Purpose**

Tudor Court Primary School is seeking to appoint a dedicated SEN Learning Support Assistant to support pupils with Special Educational Needs or Disabilities, both one-to-one and in small groups, across a range of learning activities and environments including our nurture provisions.

This role involves promoting the physical and emotional well-being of pupils while ensuring they can access and engage with the curriculum effectively.

The successful candidate will also contribute to the smooth running of the school by providing administrative support and maintaining accurate records related to their role.

We are looking for someone with a secure understanding of SEND and learning barriers, who can offer consistent, constructive feedback to teachers on pupils' progress, achievements, and individual needs.

**Key Corporate Accountabilities**

- To be deployed across all areas/departments of the school as requested, which may be at short notice.
- To actively promote the School's Equal Opportunities Policy and Diversity Strategy, SEND Policy and observe the standard of conduct which prevents discrimination.
- To maintain awareness of and commitment to, the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work.
- To ensure pupils are always supervised and safe, discouraging any potentially hazardous activities or behaviours throughout the school environment.
- To work with colleagues to achieve school objectives and targets.
- To liaise with other professionals, for example (but not limited to) social workers, psychologists, health visitors, family resource workers and to attend meetings, as requested by the Head Teacher, Senior Leadership Team, Class Teacher, Cover Supervisors and SENCO.
- To participate in on-going professional development and the performance management process.
- At the discretion of the Head Teacher, or a member of the Senior Leadership Team, any other activities that may from time to time be required, consistent with the nature of the job described above.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

**Qualifications & Experience**

- Secure knowledge of SEND and learning barriers
- Knowledge of strategies in working with young people with challenging behaviours
- Knowledge of some of the social issues facing students from disadvantaged backgrounds
- Awareness of Health and Safety issues in the workplace
- Experience of working directly with young people in an education, supporting the learning of students
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels
- Experience of managing and being responsible for own workload

**Principal Accountabilities**

**Curriculum Support**

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities to ensure achievement of learning goals.
- Preparing and maintaining equipment and resources and supporting children in their use.
- Maintaining classroom resources and designated areas.
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teacher's planned teaching and learning method.
- Providing discreet support to help pupil's complete tasks, using awareness of their individual abilities to ensure consistent progress.
- Ensure pupils are given the opportunity to develop their independence and resilience by supporting in a variety of ways, under the direction of the class teacher and line manager.
- Lead small groups or individuals during teacher-led activities, giving instructions and adapting tasks to support learning goals.
- Support pupil progress by monitoring learning and reporting outcomes to the teacher.
- Support the use of IT, as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Assist with special activities within school for example, but not limited to sports days, plays, concerts, open days, school visits and projects.
- Encouraging children to interact with others and engage in activities.
- Provide assistance with arranging classrooms to create a positive learning environment.

**General School Support**

- Establishing good relationships with children, acting as a role model
- Promoting the inclusion and acceptance of all children, supporting difference and ensuring that all have equal access to opportunities to learn and develop
- Establishing and maintaining positive relationships with parents/carers

**General Pupil Welfare**

- Promote positive behaviour in line with the schools' Behaviour Policy, including supporting individual behaviour programmes.
- Support pupils who are unwell or distressed.
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and all areas of their personal hygiene and toileting where required.
- Carry out individual therapy programmes, after instruction by the appropriate therapist.
- Assisting pupils with specialist equipment, ensuring it is well maintained and ready for use, following agreed procedures.
- Assist pupils with their medical care to take regular treatment or medication, as agreed with their carer in line with school policy.
- Carry out statutory Manual Handling procedures including the use of hoists after appropriate training.
- Assisting any pupils with supervision of individual care plans following appropriate training from the School Nurse service or other health professional.
- Promote pupil welfare and work in line with the school's safeguarding procedures.

**Managing Pupil Behaviour**

- Manage pupil behaviour both inside and outside the classroom setting, in line with the School Behaviour Policy, the school values and ethos under direction of the guidelines in operation at the school. These may include but are not limited to:
    - Assisting in the management of pupils who are displaying challenging behaviour.
    - Ensure that pupils play and work together positively and cooperatively displaying positive behaviour.
    - Supervising and supporting pupils in the playground, ensuring that pupils are able to interactive positively with others.
    - To provide cover where required or directed.