



## **Job Description - Special Needs Learning Support Assistant**

**Name:**

**Responsible to:** The Headteacher, SENDCO

**LGPS: 32.5 hrs (Monday to Friday 8:30 am to 3:30 pm with a unpaid 30 minute break), 44.3 wk/Yr, Essex Schools Pay Scale 2020 | Scale 3 | Point 5**

**Responsible for:**

- Supporting the class teacher and a range of children, including those with special educational needs and medical needs
- Delivering learning activities / interventions to individuals or small groups of children under the direction of the class teachers / SENDCO.
- Administering any care, medical needs or personal needs including toileting and changing, attending to bodily spills
- Supporting children with structured play activities during breaktimes and lunchtimes and attend to their care needs
- Working in partnership with the class, teacher, other Learning Support Assistants within the school and the SENCO to support learning in line with the school curriculum, codes of conduct and school policies and procedures.

**Purpose:**

- To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

**Key Responsibilities:**

- Working with individuals or small groups of children under the direction of teaching staff and the SENDCO
- Develop an understanding of specific learning styles and needs and provide differentiated support to pupils (individual and group).
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Raise standards of student attainment and achievement within SEN / PP pupils
- To support the work of the SENCO in providing programmes of and strategies for support for pupils with Special Educational Needs
- To provide learning support for pupils including those with Special Educational Need

- To work with classroom teachers to assist in the provision of appropriately differentiated resources for pupils including those with Special Educational Needs
- Demonstrate a clear understanding of, and respond appropriately to, the individual needs of pupils with an Education and Health Care Plan
- Establish positive relationships with pupils in the class
- Promote the independent learning skills of pupils
- Deliver small group literacy, phonics and/or maths, as directed by the SENCO
- Support pupils with activities in a range of learning skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Be involved in planning, organising and implementing One plans and EHCP plans
- Promote the inclusion and acceptance of all pupils, including those with special educational needs, ensuring access to lessons and their content through appropriate clarification, explanations and resources
- To undertake general administrative tasks associated with classroom support provision
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Attend to pupils' pastoral needs including help with social, emotional, welfare and health matters, including minor first aid
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils work
- To assist with escorting pupils on educational visits
- To understand and apply school policies in relation to health, safety and welfare
- To respect confidentiality at all times
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.
- Such other duties as may be required by the Headteacher.
- The duties are neither exhaustive nor exclusion and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

### **Communications**

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

### **Staff Development and Wellbeing**

- To take part in the school's CPD programme when required
- To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- To work as a member of a designated team and to contribute positively to effective working relations within the school
- **Care Guidance and Support**
- To promote the general progress and well-being of individual students
- To liaise with Pastoral Worker to ensure implementation of the Pastoral System
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To apply the Behaviour policy so that effective learning can take place

**General Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school’s corporate policies and to comply with the school’s Health and safety policy and undertake risk assessments as appropriate

**Health and Safety**

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.

**Accountability and discretion**

- To take and be accountable for all decisions made within the parameters of the job description

**Standards**

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

**Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

Date:

\_\_\_\_\_ Post Holder

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Date:

\_\_\_\_\_ Line Manager

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Date:

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Head of School

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Last update September 2020