

# EPAT

Believe Succeed Together

## Job Description

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| <b>Job Title</b>                       | Learning Support Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Accountable to</b>                  | SENCO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Salary</b>                          | £12, 627 – £13, 428 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Hours</b>                           | 35 hours a week, 39 weeks a year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Key Duties and Responsibilities</b> | <ul style="list-style-type: none"><li>• Provide support for pupils with SEND on a 1:1 basis or in small groups.</li><li>• Prepare and/or modify resources to support pupils with SEND in accessing the curriculum.</li><li>• Develop knowledge of the particular needs of pupils with SEND and seek advice from the SENCO and class teacher as required.</li><li>• Provide positive reinforcements, praise and rewards to pupils with SEND.</li><li>• Be patient, flexible and innovative in supporting the needs of pupils with SEND.</li><li>• Facilitate inclusion in small group activities with peers and support interaction between them.</li><li>• Maintain accurate records of pupils with SEND.</li><li>• Work effectively with other adults in the Academy and wider community.</li><li>• Respect and maintain confidentiality but adhere to the safeguarding protocols of information sharing where necessary.</li><li>• Attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.</li></ul> |
| <b>Qualifications and Skills</b>       | <ul style="list-style-type: none"><li>• Have a GCSE (minimum grade C or Level 4), 'O' Level (Pass) or equivalent qualification in Mathematics and English (essential).</li><li>• Have experience of working with pupils with SEND in a secondary school setting (desirable).</li><li>• Have knowledge and understanding of the different social, cultural and physical needs of pupils with SEND (desirable).</li><li>• Have training in aspects of SEND e.g. ELSA, dyslexia (desirable).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |