



## JOB DESCRIPTION

Title of Post:	Learning Support Assistant (SEND)
Grade:	Thurrock Pay Scales 4-10
Responsible to:	Class Teacher and Inclusion Manager
Purpose of Job:	To work in partnership with class teachers to support an individual with complex and diverse needs to promote learning in line with the National Curriculum, codes of practice and school policies and procedures. This position will be assigned to support a pupil with particular needs.

### **Example Duties and Responsibilities:**

- Work with individuals or small groups of children under the direction of teaching staff and SENCO
- Implement personalised learning activities/teaching programmes as agreed with the SENCO, planning, adjusting and assessing activities according to pupil's responses as appropriate
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities and ensure that opportunities are planned to meet EHCP targets
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher and SENCO
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher and SENCO
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Assist with the development and implementation of SEND Support Plans and EHCPs.
- Assist the teacher and other staff in the implementation of care programmes
- Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with escorting pupils on educational visits
- Take an active role in the preparation, maintenance of resources and control of stocks of materials and resources within the classroom and personalised learning base.

### All staff will be expected to:

- conduct themselves in a manner consistent with the school's values and expectations.
- establish positive relationships with pupils and staff
- promote positive pupil behaviour in line with school policies and help embed positive learning behaviours
- understand and apply school policies in relation to health, safety and welfare
- attend relevant training and take responsibility for own development
- attend relevant school meetings as required
- respect confidentiality at all times



**PERSON SPECIFICATION  
LEARNING SUPPORT ASSISTANT (SEND)**

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience working with children with special needs</li> <li>• Working effectively as part of a team</li> <li>• Experience or training of working with pupils with ASD</li> <li>• Experience of differentiating Learning to ensure that personalised outcomes are met</li> <li>• Experience of the EHCP process including supporting with the review process and planning activities to meet EHCP targets</li> <li>• Experience or training with restraint / positive handling.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills- GCSE A-C</li> <li>• NVQ Level 2/3 in learning support, NNEB or other relevant qualification</li> <li>• Good general standard of education</li> <li>• Training in literacy and numeracy strategies</li> <li>• Training/qualification in particular/specialised special needs area - ASD</li> <li>• Induction training for teaching assistants</li> </ul>
<p><b>Knowledge &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Experience of dealing with children with individual and complex needs: ASD and Communication &amp; Language needs</li> <li>• Knowledge of relevant codes of practice and school policies</li> <li>• Knowledge of general aspects of child development</li> <li>• Understanding of child protection policies and procedures</li> <li>• Working knowledge of ICT to support learning</li> <li>• Basic knowledge of first aid</li> </ul>
<p><b>Aptitudes</b></p>	<ul style="list-style-type: none"> <li>• Work effectively as part of a team and contribute to group thinking, planning etc.</li> <li>• Effective time management</li> <li>• Build rapport with adults and children</li> <li>• To be flexible</li> <li>• Follow instructions accurately</li> <li>• Use own initiative and work independently</li> <li>• Excellent communication skills with adults and children, verbally and in writing</li> <li>• Motivate, inspire and have high expectations of pupils</li> <li>• Creative approach to problem solving</li> <li>• Ability to adapt quickly and effectively to changing circumstances/situations</li> <li>• Work calmly under pressure</li> <li>• Committed to personal and professional development</li> <li>• Ability to critically evaluate own performance</li> <li>• Awareness of, and commitment to, equalities issues</li> <li>• Ability to record and assess pupil progress/performance etc.</li> <li>• Willingness to attend to physical needs of pupils e.g. toileting</li> </ul>