HEARTS ACADEMY TRUST

SEND Learning Support Assistant

JOB DESCRIPTION

HEARTS VALUES

HAPPINESS

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in learning, and a resilience and hope which supports us through challenging times.

ESTEEM

Self-**ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

ACHIEVEMENT

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

RESPECT & RESPONSIBILITY

We foster **RESPECT** & **RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.

TRUTH

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

SPIRITUALITY & SERVICE

We develop **SPIRITUALITY** & **SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

www.heartsacademytrust.co.uk

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HEARTS Academy Trust, HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

SEND Learning Support Assistant
JOB DESCRIPTION

Qualifications & Experience

Detail	Examples
Job Title	SEND Learning Support Assistant (LSA)
Grade	Points 3-5
Reports to	Headteacher, Class Teacher, SENDCo, Lead LSA
Responsible for	Other Learning Assistants
Liaison with	Pupils Administrative Staff Headteacher Teaching staff Catering and Caretaking Staff
Job Purpose	To work in partnership with Class Teachers to support individual child/children with SEND and to support learning in the whole class, in line with the curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	• Working with individuals or small groups of children under the direction of teaching staff • Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate
Duties	• Establish positive relationships with pupils supported • Support pupils with activities which support literacy and numeracy skills • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Monitor and record pupil activities as appropriate writing records and reports as required • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and administering medication where required • To assist with the preparation, maintenance and control of stocks of materials and resources • Assist with the development and implementation if IEPs

	• Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits
General	• To attend relevant training and meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager • To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Trustees are 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 Head of School to carry out appropriate duties within the context of the job, skills and grade

Name of employee:

Signature of employee: **Date:**