



Job Description

Send Learning Support Assistant

Purpose	- To provide 1:1 support to a specific pupil in Pre-school with SEND under the instruction/ guidance of the SENDCo and Pre-school manager, in accordance with their EHCP. - To undertake work/care/support to enable access to learning for the pupil and to assist the Keyworker/pre-school manager in supporting the pupil.
Reporting to	Pre-School Manager

Key Responsibilities	- Supervise and provide support for the pupil ensuring their safety and access to learning activities. - Supervise and provide support for the pupil, ensuring their safety and access to playtimes. - Assist with the development and implementation of Individual Learning Plans or similar. - Establish a constructive relationship with pupil and interact with them according to their individual need. - Promote the inclusion and acceptance of all pupils. - Encourage the pupil to interact with others and engage in activities led by the teacher. - Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work. - Use strategies, in liaison with the teacher, to support the pupil to achieve learning goals. Assist with the planning of learning activities. - Monitor pupil's responses to learning activities and accurately record achievement/progress as directed. - Provide detailed and regular feedback to keyworkers, pre-school manager, Sendco and parents on pupil's achievement, progress, problems etc. - Undertake structured and agreed learning activities/teaching and interventions adjusting activities according to pupil responses. - Undertake learning linked to local and national learning strategies e.g. Early Years Foundation Stage, recording achievement and progress and feeding back to the relevant staff. - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. External visits Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. - Contribute to the overall ethos/work/aims of the school. - Attend and participate in relevant meetings as required. - Participate in training and other learning activities and performance development
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	as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Carry out lunchtime duties as required. • Undertake first aid duties and training as required.
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	The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
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Skills and Experience	• Enjoyment of working with children • The ability to supervise and encourage children • Patience and the ability to stay calm • Good communication skills • The ability to work as part of a team
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Additional duties and Information	• Ensure the aims, priorities and policies of the Trust are adhered to • Act as a positive representative of the Trust and its learners in all circumstances and at all times • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified • Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress • Attending relevant meetings, and ALL out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings. • Participating in training and other learning activities and performance development, as required • Support all staff and engage in a good staff team • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	

Personnel Specification – SEND LSA

Attributes	Criteria	Rank
Education and Training	• GCSE level in literacy and numeracy, or the equivalent Grade C or above • Recent Paediatric First Aid certificate • Basic Food Hygiene • Full and relevant EYFS qualification • Proven experience or certified training in supporting children with Special Educational Needs and Disabilities (SEND).	Essential Desirable Desirable Desirable Desirable
Relevant Experience	• Experience working with children	Essential
Skills and Abilities	• Ability to communicate well with adults and children. • Ability to work as part of a team. • Good organisational skills • Ability to demonstrate creative abilities	Essential Essential Essential Essential
Any additional factors	• Understanding of equal opportunities • Awareness of health & safety and practical hygiene issues • Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary	Essential Essential Essential