Job Description
SEN – Learning Support Assistant

Reporting to	Senior Leadership Team
Salary/Grade	Grade 14 Point 4-6 £25,185 to £25,989
Hours	Part time. 12.75 hours per week Monday – Friday term time only plus 2 inset days

Purpose	• To provide 1: 1 support to a specific pupil with SEND under the instruction/ guidance of the SENDco and Class Teacher. • To undertake work/care/support programmes to enable access to learning for the pupil and to assist the teacher in the management of that pupil. • Work may be carried out in the classroom or outside the main teaching area • To safeguard the children of the school
Key Responsibilities	**<u>Support for Pupils</u>** • Supervise and provide support for the pupil ensuring their safety and access to appropriate learning activities. • Supervise and provide support for the pupil, ensuring their safety and access to playtimes. • Assist with the development and implementation of EHCP/Individual Learning Plans/Behaviour Management 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. • Follow expectations set in EHCP document that promote self-esteem and independence. Provide feedback to the pupil in relation to progress and achievement under guidance of the teacher, SENDCo and outside agencies. **<u>Support for the Teacher</u>** • 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.

Key Responsibilities	Monitor pupil's responses to learning activities and accurately record achievement/progress as directed. • Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc. and record accurately • Create positive and professional relationships with parents and sensitively but accurately relay the outcomes of the sessions attended. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. **<u>Support for the Curriculum</u>** • Undertake structured and agreed learning activities/teaching programmes and interventions adjusting activities according to pupil responses. • Support the use of ICT in learning activities and with specific programmes to support learning eg Unlocking Letters and Sounds. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. **<u>External visits</u>** • Extend support to curriculum enrichment activities within and outside of school. Ensure the children's safety and enjoyment of these activities, with due regard to the lead teachers plans and assist in any preparation required. **<u>Support for the School</u>** • 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. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. • Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for this pupil under the supervision of the teacher, and alongside the parent if deemed appropriate. **<u>Safeguarding</u>** **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.**

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, as required • Participating in training and other learning activities and performance development, as required • Carry out any other duties as reasonably requested by the Trust Central Team, Executive Headteacher, Head of School, SLT and Office Manager. • Uphold the responsibility and duty of confidentiality. • Have excellent literacy and numeracy skills. • Demonstrate excellent communication skills. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Establish constructive relationships and communication with all staff and other agencies/professional • 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

Signature (employee):	
Date:	
Signature (line manager):	
Date:	