St Cuthbert's
C of E Infant & Pre-School
Roots to grow, wings to fly

Wessex Learning Trust
We Learn Together!

Job Description – SEND Learning Support Assistant

Post:	SEND Learning Support Assistant
Start Date:	ASAP
Contract Type:	Fixed-term
Salary:	Grade 15 £25,614 - £26,016 per annum Actual salary, pro rata £18,772
Hours:	32.5 hrs per week, term time only
Reporting To:	Headteacher

Job purpose:
• To provide support to specific pupils 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 pupils and to assist the teacher in the management of those pupils. • Work may be carried out in the classroom or outside the main teaching area

Duties and Responsibilities

Support for Pupils

- Supervise and provide support for the pupils ensuring their safety and access to appropriate learning activities.
- Supervise and provide support for the pupils, 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 pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage the pupils 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 pupils in relation to progress and achievement under guidance of the teacher, SENDCo and outside agencies.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support the pupils to achieve learning goals. Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupils' 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.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes and interventions adjusting activities according to pupils responses.
- Support the use of ICT in learning activities and with specific programmes to support learning
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

External visits

- 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.

Support for the School

- 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.

Safeguarding

- 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 agreed child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress.
- Participating in training and other learning activities and performance development, as required.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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

PERSON SPECIFICATION

Categories	Essential	Desirable	How Identified
Qualifications & Experience			
GCSE level in literacy and numeracy, or the equivalent Grade C or above	✔		A & I
NVQ Level 2 or above		✔	
Experience of working with young children with SEND	✔		A & I
Experience of working in a school environment	✔		A & I
Experience of working as part of a team	✔		A & I
Experience of organising activities/experiences for children	✔		A & I
Experience of applying targets from individual learning plans		✔	A & I
Abilities, skills and knowledge			
Be willing to gain the knowledge of the learning processes and needs of specific children	✔		I
Child protection/safeguarding	✔		I
Knowledge of acceptable behaviours for children of different ages	✔		I
Health and safety	✔		A & I
Equal opportunities and inclusion	✔		A & I
Understanding of how to ensure good behaviour through positive reinforcement		✔	A & I
Personal Qualities			
Calm, patient and resilience in challenging situations.	✔		I
Empathetic	✔		I
Good organisational and communication skills	✔		I
Resourceful, reliable and flexible	✔		I
High level of tolerance	✔		I
Commitment to maintaining confidentiality at all times	✔		I