



Job description

Learning Support Assistant – SEN

POST : - Term Time Only

SCALE : 4 – Point 7 - 10

Job Purpose : To work under the direct instruction of the Special Educational Needs Coordinator, teaching/senior staff in order to support access to learning for students with SEN, EAL.

Support for Students

To attend to the students' personal needs, *personal care needs* and implement related personal programmes.

To supervise and provide particular support for students, including those with special needs and who have EAL, ensuring their safety and access to learning activities

To assist with the development and implementation of Learner profiles and EHC Plans.

To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.

To promote the inclusion and acceptance of all students, encouraging them to interact with others but also to act independently where appropriate

To work with students providing in-class and withdrawal support for individuals and, on occasions, small groups of students of any ability and in any curriculum areas

To work with and act upon guidance provided by colleagues and other professionals such as Speech and Language Therapist and Educational Psychologist amongst others

To administer routine tests and invigilate during examinations

Encourage all students, including those with SEN and who have EAL to take part in the extra-curricular life of the school

To monitor and record progress of students and write reports on students as necessary

Assist in the overall raising of standards and achievements for students with SEN

Support for Teachers

Support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with lesson plans

Use strategies, in liaison with the teacher, to support students in achieving learning goals

Help with creating resources for students, liaise with class teachers to discuss lessons' content, management and resources to support pupils to achieve learning goals

Assist with the planning of learning activities

Support the teacher in managing student behaviour, reporting difficulties as appropriate

Gather / report information from / to parents/carers/students/teachers as directed

Advise on appropriate deployment and use of specialist aid / resources/equipment.

Support for the School

Contribute to the vision and ethos of 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 students have equal access to opportunities to learn and develop

Attend relevant meetings as required

Participate in training and other learning activities and performance development as required

Supervise students out of lessons, at lunchtimes and before and after school if required, following consultation and agreement
Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
Maintain high standards in terms of personal presentation, attendance and punctuality
Supervision Arrangements
The School will determine supervision arrangements in line with current management structures and the needs of the job
Equal Opportunities
You will, at all times, carry out the duties and responsibilities of the post with due regard to the school's Equal Opportunities policies
Line Management
The post holder will be responsible to the Head of Special Educational Needs
<i>This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.</i>