



## Job Description

<b>Role:</b>	Learning Support Assistant SEN
<b>Grade/Salary:</b>	Grade 5 £20,438pa - £23,156 FTE (Actual £15,373-£17,418pa).
<b>Responsible to:</b>	SENCO
<b>Working Hours:</b>	32.5 hours per week, for 39 weeks per annum (term-time + 5 inset days)

### Job Purpose

To assist in the support and inclusion of SEN pupils with learning and/or behavioural issue within WGSB, by supporting the work of the SEN team, subject teachers, support staff and students.

### Duties and responsibilities

#### Specific Duties:

- To have a keen and passionate approach to students of various abilities.
- To provide in class 1:1 support to identified student with SEN
- To organise, deliver and evaluate programmes of social and study skills to identified students
- To maintain SEN records, IEP's and reports as required of students being supported
- To personalise teaching resources for students with SEN to enable access to the National Curriculum
- To assist with SEN pupils on arrival and departure from school
- To liaise with SEN team, subject teachers and Learning Managers regarding progress made, problems arising, and any difficulties with accessing work and/or resources
- To actively support the teacher in behaviour management and to reinforce agreed rules in working with pupils in the classroom setting
- To provide behaviour support to pupils
- To attend SEN review meetings when requested
- To assist on school outings and activities and attend staff meetings as required

#### General Duties:

- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To work effectively as part of the SEN team and other teaching staff in addressing the special needs of pupils in mainstream as directed by the SENCO
- To act upon guidance offered by SENCO and other professionals
- To participate in the Performance Management process and undertake any training commensurate with the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

