Post title	**SEN Learning Support Assistant**
Salary grade:	SS1 – SS6 (£17,000-£20,883 - NLW)
Reports to:	Lower School Phase leader
Base	St Peter's Broadstairs
Hours	37.5 hours Monday – Friday

Main purpose of the role:

The post holder will work alongside CKL staff to deliver high quality teaching provision which will include:

Supporting learning in the classroom and participating in the implementation of Learning Plans (LP's) or intervention programmes for students as designed by the SENDCo or class teacher. Duties may include monitoring the progress of Students educationally and/or socially.

Key duties and responsibilities:

Support the student by:

- Providing support for individuals or groups within the class situation to enable them to participate fully in class activities; this may include occasional cover sessions for small groups.
- Participating in the implementation of Learning Plans (LP's) or intervention programmes for students as designed by the SENDCo or class teacher. This may be in small groups or individually with a focus on an area of identified need.
- To support identified students with emotional or behavioural needs and assist with the development of social skills to promote positive behaviour patterns, raise self-esteem, and improve independent working, in partnership with the SENDCo and Behaviour Manager.
- To work with and deliver individual programmes designed by other professionals e.g. speech therapists, occupational therapists as necessary on prepared programmes of work/support both at the school site or off-site as necessary.
- Contributing to recording and monitoring the progress of students educationally and/or socially.
- Liaising with staff to ensure the awareness of individual student needs and targets
- Keeping students aware as to their targets and how they are progressing against them
- Reporting to parents with regards to behaviour, rewards & learning progress in conjunction with form tutor

Support learning by:

- Assisting teaching staff with the observation and monitoring of student progress, maintaining accurate records and to ensure documentation of all interventions with the children.
- Liaise with the SENDCo and/or class teacher to understand the objectives of each session.
- Support teaching staff in the implementation of the school behaviour policy and/or support programmes.
- To attend regular liaison meetings with teachers to ensure good communication and continuity in student support.
- To assist in the preparation of learning materials where appropriate.
- To be prepared to work out of class with groups or individuals.
- To be prepared to support cover requirements.

Support the school by:

- To attend meetings, as appropriate, with academic staff to maintain good communication.
- To be prepared to attend training/undertake professional development as identified in the school development plan or because of staff review.
- To maintain a professional and discreet attitude always about students, in terms of their learning/attainment, behaviour and emotional needs and personal circumstances.
- Participate and supervise students in off-site activities as directed by the Headteacher, and/or class teacher e.g., educational trips, walks etc. Supervise in sports lessons and at break and lunch time to ensure continued safety of the students. This may also involve supervising from a safe distance some vulnerable students if they abscond from the school site.

Support the curriculum by:

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, subject to the proviso that any significant, substantial, or permanent changes shall be incorporated into the job description in specific terms.

Safeguarding:

- Cross Keys Learning are committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- To undertake relevant safeguarding training and be fully familiar with the school's safeguarding policy and processes

Behaviour and Safety:

- Establish a safe, purposeful, and stimulating environment for Cross Keys Learning students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all students.

Team working and collaboration.

- Participate in any relevant meetings/professional development opportunities, which relate to the students, curriculum or organisation of Cross Keys Learning.
- Work proactively and effectively in collaboration and partnership with students, parents/carers, other staff and external agencies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of good practice.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers around Students' achievements and well-being using CKL systems/processes as appropriate.
- Make a positive contribution to the wider culture and ethos of CKL.

Administration

- Register the attendance of and supervise students, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks where appropriate.
- To complete records for rewards, daily behaviour logs, observation records and learning plans as required.
- To report on the above in a timely manner to parents and relevant school staff.

Professional development

- to regularly review the effectiveness of your support/ teaching and assessment procedures and its impact on student progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.

- Be responsible for improving your support/ teaching through participating fully in training and development opportunities identified by management.
- Proactively participate with arrangements made in accordance with the Staff Performance management Policy
- Keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings.
- Take on any additional responsibilities which might, from time to time, be determined.

Other

- To have professional regard for the ethos, policies, and practices of both Cross keys Learning, and maintain high standards in your own attendance, appearance and punctuality.
- Perform any reasonable duties as requested by management.
- To actively promote equality and diversity and health and safety in all aspects of the role.

Note:

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification – Learning Support Assistant (LSA)

Criteria	Essential	Desirable	Evidence Base/Mode of Assessment
Maths & English Level 2 (c) GCSE	✓		Application
Confident use of IT	✓		Application
Working towards a L3 qualification for Teaching Assistants or equivalent		✓	Application/Interview
To be able to demonstrate an understanding of school safeguarding procedures.	✓		Application/Interview
Evidence of working with Students who have ASD.		✓	Application
The ability to organise, plan and take responsibility, prioritising tasks and working to agreed deadlines	✓		Application/Interview
The ability to communicate clearly and effectively, both with colleagues and Students, verbally and in writing	✓		Application/Interview
The ability to always set appropriate examples for children	✓		Application/Interview

The ability to motivate, support and encourage Students to develop their self esteem and interpersonal skills	✓		Application/Interview
The ability to listen and respond both responsibly and appropriately, with sensitivity	✓		Interview
The ability to manage students who display disruptive or challenging behaviour and to support staff in managing that behaviour	✓		Application/Interview
Ability to understand and implement National Minimum Standards & LSA Standards	✓		Interview
Knowledge of and involvement with performance review	✓		Interview
Knowledge and Experience of procedures to safeguard the welfare of the students.	✓		Interview
Sound in the knowledge and application of appropriate professional boundaries for school staff	✓		Interview
An ability to work within a team	✓		Application/Interview
Honesty, Integrity, Empathy and humour	✓		Application
Commitment to the promotion of the concept of equal opportunities	✓		Application/Referees
A liking and genuine respect for young people who can sometimes be challenging.	✓		Application/Interview