



JOB SPECIFICATION

Job Title: Learning Support Assistant - SEN Support (fixed 1 year contract)

Job Purpose: To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available. Provide support for all students using the Learning Base.

Responsible to: Special Educational Needs Coordinator (SENCO).

Salary: KR4.

Hours of Work: to be agreed.

Specific Accountabilities:

To work under the direction and guidance of the SENCO to assist in the inclusion, educational and social development of students.

Participate in the implementation of individual education programmes for students as designed by SENCO and teaching staff. Duties may include monitoring the progress educationally and /or socially.

To provide support for individual students within a group or class situation to enable them to participate in class activities: to be prepared to work with small groups of students both in and out of class.

Work with individual programmes devised by other professionals, e.g. Speech therapist, occupational therapists, as necessary.

maintaining accurate records, in order to ensure documentation of all interventions with the students.

Support those students with social and emotional or behavioural difficulties and assist with the development of social skills to promote positive behaviour patterns raise self-esteem and improve independent working.

Participate and supervise students in off-site activities as directed by the SENCO and teachers, e.g. educational trips, walks etc.

Supervise at break and lunchtime to ensure the continued safety of the students

To offer targeted support in a whole class capacity as directed by the SENCO to ensure the needs of other pupils are met.

To work within the mainstream setting to monitor pupils underachieving in collaboration with the class teacher and SENCO, to ensure progress is made.

SIMON LANGTON GIRLS' GRAMMAR SCHOOL

When working with an individual student:

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with each student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To develop study and organisational skills.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.

Other Accountabilities:

- To fulfil such other duties as may reasonably be expected by the Headteacher/Deputy Headteacher in line with the expectations of the post.
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and vision statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.



PERSON SPECIFICATION

- A good level education
- Experience of working in educational setting with children in KS3 and above
- Experience of working with children with autism across the spectrum
- Able to communicate effectively with a range of people
- Positive, friendly and upbeat personality
- Excellent listening skills
- Calm under pressure
- Minimum two years of experience working as a Teaching Assistant
- Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
- Knowledge of child protection/safeguarding
- The ability to be proactive and flexible
- Professional development/interest in SEN/ASD education
- Ability to work as part of a team
- Well organised and practical
- Able to implement a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with students and parents
- Able to organise and deliver classroom activities
- Able to deal with sensitive information in a confidential manner
- Have a caring and positive nature
- Prompt and reliable
- Willingness to attend and participate in meetings to review pupil progress

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.