

**Job Description**

**Title:** Learning Support Assistant (Special Educational Needs)

**Responsible to:** Head Teacher, SLT, SENCO

**Hours/Weeks:** 39 **-**31.5 hours per week, 38 weeks per annum (term time),

**MAIN PURPOSE OF THE JOB**

To work under the instruction / guidance of the teacher and Special Education Needs Co-ordinator, to deliver support to an individual child, to enable them to access learning and maximise their chances academically, socially and morally.

**Key Duties**

* Assist teachers and senior staff to ensure pupil progress, this will include working on targets within the child’s Educational Healthcare Plan (EHCP).
* Prepare, maintain and use resources required to meet learning intentions and specific needs.
* Ensure accurate records and observations are kept as well as where appropriate helping assess and feedback.
* Administer routine tests, invigilate exams and undertake routine marking of pupil’s work.
* Supervise during break times.

**Job activities to include**

* Demonstrate a commitment to inclusion for all.
* Provide supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
* Encouraging pupils to interact appropriately with others and engage in class and school activities.
* Supervise and assist with medical / toileting needs as required.
* Set challenging and demanding expectations and promote independence and self-esteem, providing feedback in line with school policies and teacher guidance.
* Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
* Help create maintain a purposeful, orderly and supportive environment in accordance with lesson plans, EHCP targets and the school ethos.
* Assist with the planning of learning activities, monitoring pupil’s responses to these and make accurate recordings as directed.
* Use a range of strategies, in liaison with the teacher or senior staff to support pupils to achieve learning goals and personal targets.
* Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies or Individual Behaviour Plans.
* Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
* Undertake structures and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
* Work with pre-determined guidance, policies, procedures and teacher guidance.
* Assist with the supervision of pupils out of lesson times, including before and after school.
* Accompany teaching staff on pupil visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* Attend weekly meetings and discussion which contribute to the overall aims of the school.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Good numeracy and literacy skills.GCSE C or equivalent. | NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.First aid training.Training in literacy and or numeracy learning strategies. |
| **Experience** | Working with or caring for children of a relevant age. |  |
| **Knowledge and Skills** | Effective use of ICT and relevant technologies.Basic understanding of child development.Ability to work under supervision and independently.Ability to relate well to children.Ability to work constructively as part of a team. | Understanding of relevant policies and practices.An understanding of the curriculum and other learning strategies. |

**Person Specification**