

Enmore Church of England Primary School

'Those who are taught here must
go out and teach others'

Rev J. Poole, Founder, 1810



'I have set you an example that you
should do as I have done for you.'

John 13: 15

Job Description: SEND Learning Support Assistant/ HLTA

Job Title: SEND Learning Support Assistant/ High Level Teaching Assistant

Responsible to: Special Educational Needs & Disabilities Coordinator

Main Purpose: To run individual and small group interventions and provide support in the classroom for pupils with special educational needs. To work under the instruction and guidance of the SENDCo and class teacher, to implement agreed learning tasks, provisions and interventions with the individual.

Duties & Responsibilities

General Duties:

- Plan, deliver, and assess structured interventions that address the individual learning needs of pupils, ensuring measurable progress.
- To contribute to the development of confident, caring pupils who show awareness of responsibility and pride in themselves and the school.
- To assist in the provision of a welcoming, nurturing environment.
- To assist in the smooth running of the school.

Supporting the Teacher

- To work under the direction of the SEND Co-ordinator and teacher and to be involved in planning, monitoring and evaluation of pupil/s learning.
- To assist, with the class teacher (and other professionals as appropriate) in the development of suitable programmes of support.
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupil/s to the teacher/SEND Co-ordinator.

Supporting the Pupil

- To aid in planning, delivering and implementing work programmes to the pupil under the direction and supervision of the class teacher and SENDCo, enabling them to access the curriculum
- To establish a constructive working relationship with the pupil/s setting reasonable expectations and acting as a positive role model to all students.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage the pupil/s to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To provide positive feedback and praise to the pupil/s in relation to progress and achievement.
- To carry out break duty supervision, as and when required.

Supporting the School

- To 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.
- To contribute to the overall ethos/work/aims of the school.
- To attend relevant in-service training.
- To undertake relevant school learning activities as required e.g. School visits, swimming lessons etc.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To carry out any other tasks as reasonably directed by the Head Teacher.
- To support pupil and staff wellbeing