

SEND Learning Support Assistant

The Role: To assist in promoting the learning and personal development of the pupil(s) to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.

Key Tasks and Responsibilities: Working with individuals

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
 - Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs) and Educational Health Care Plans (EHCPs), contributing to the planning and delivery as appropriate
 - Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
 - Providing additional nurture to individuals when requested by the class teacher or SENCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
 - Meeting medical and care needs of the pupil in line with training
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with SEN, including encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break-times when the post-holder should facilitate games and activities.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To assist with escorting pupils on educational visits.

Key Tasks and Responsibilities: Working with groups

- Working with individuals or small groups of children under the direction of teaching staff implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.
- To follow guidance from the class teacher to ensure a clear and consistent learning approach and environment.
- To carry out interventions which are recorded and evidenced in line with school procedures.
- Promote positive pupil behaviour in line with School policies and help keep pupils on task.
- Interact with, and support pupils, according to individual needs and skills.
- Monitor and record pupil activities as appropriate writing records and reports as required.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grad

Key Tasks and Responsibilities: Teacher Support

- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- To ensure that the classrooms and the wider school represent a purposeful, safe and engaging learning environment.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the display and presentation of pupils' work.

Personal and professional conduct:

- Establish positive relationships with pupils.
- To adhere to all School policies and procedures.
- Attend relevant training and take responsibility for own development
- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development.
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Safeguarding:

- To adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.
- Know and follow the school's safeguarding and child protection procedures
- Attend regular safeguarding training in-line with the school's training programme.
- Make and participate in concerns relevant to them, following actions and adding additional information using the school's reporting programme.
- Comply with health and safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work including undertaking risk assessments where appropriate.

Safeguarding is everyone's responsibility