JOB DESCRIPTION

Job title: **Learning Support Assistant (SEND Base)**

Reports to: **Headteacher**

Job Purpose

To promote the growth of all pupils by supporting the resourcing and delivery of the ACE curriculum through:

- supporting a nurturing, inclusive and organised environment where all children are able to make progress and succeed across the ACE curriculum values and outcomes (academic achievement, character development, and metacognition).
- supporting the learning of individuals and groups
- understanding individual pupil's learning needs, and monitoring their progress towards identified goals in discussion with teaching staff
- encouraging pupils to become independent learners, providing support for their welfare, and supporting the inclusion of pupils in all aspects of school life.
- promoting positive behaviours and relationships with and between pupils, parents and staff.
- contributing to the wider development of the Unit and Hatch Beauchamp Primary in line with the school's Christian Ethos and the Trust's mission and vision for character education.

Main responsibilities

Under the direction of the teacher, to support the effective operation of the SEND unit, by:

- working with individual pupils and groups of pupils to support their learning
- supporting the welfare and personal care needs of specific pupils in the unit
- delivering pre-determined support programmes, such as literacy or numeracy interventions, or those to support pupils' personal growth.
- assisting with the planning and cycle
- helping ensure resources are organised and prepared for learning
- helping keep the learning environment organised and tidy.

Specific Duties

To support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Promoting positive behaviour and relationships, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Providing feedback to teachers on pupils' achievement, progress, problems etc.
- Assisting with classroom displays, including daily timetables
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.

Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Support provision of intimate care in cases where this is required.

Supporting the implementation of the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Supporting the wider school by:

- supporting our positive school culture that enables all pupils and staff to flourish.
- demonstrating a commitment to the full life of the school and to work with all members of the team to support the success of the whole school and the Trust.
- Supporting the school's and Trust's extra-curricular activities.
- playing an active role in the school's and Trust's involvement with the wider community

Other duties

- Ensure the safety of all pupils and staff at all times by adhering to safeguarding/health & safety requirements and responsibilities.
- Supervise pupils in the playground during break and lunch as agreed.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- To work within and promote the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- Any other duties required by the Headteacher/Head of School or team leader, which are within the scope of this post.

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.