



## Job Description

### SEND Learning Support Assistant

<b>HOURS:</b>	31.25 Hrs. p/w. Term time only
<b>PAY SCALE:</b>	NJC Scale Point 5 - Salary £17916 pa (actual)
<b>RESPONSIBILITY FOR:</b>	The support of a pupil with recognised Special Educational Needs & Disability – SEND - during their education at St Saviour's Catholic Primary School.
<b>ACCOUNTABLE TO:</b>	Executive Headteacher
<b>MAIN PURPOSE OF JOB:</b>	To support a child with specific needs to ensure equal access to teaching and learning in order to maximise personal progress and achievement.

**NOTE:** SEN 1:1 contracts are not fixed-term or permanent. They are issued 'linked to the named child' and remain current whilst the child/member of staff is in situ.

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#### ***Duties include:***

#### **SEND Support**

- To support the child in all areas of the school.
- To ensure the well-being of the child in your care and nurture their self-esteem.
- Challenge and motivate pupils, promote their resilience and independence.
- Follow the guidance of the Class Teacher and other professionals in the delivery of curriculum activities, seeking additional clarification when necessary.
- Caring for any child who is unwell, who requires support or who needs assistance.
- Where required, provide written assessments and attend review meetings which contribute towards an overall assessment or review of provision.
- Know and understand all aspects of the individual child's EHCP and play a proactive role in supporting the child in meeting their targets.
- Prepare resources for a specific purpose, where appropriate.
- Maintain up to date records (written or electronic) for pupil behaviour/progress/ concerns/ achievements on whichever system required by the SENCo and written in the EHCP.
- Attend specific training, where appropriate, in order to meet individual pupil needs.

## **Supporting the Teachers**

- Assist the teacher with the development, implementation and monitoring of Individual Education / Behaviour / Support plans.
- Monitor child's individual needs / progress and report this to the class teacher as appropriate.
- Organise and prepare resources to assist with classroom management.
- Intervene, where appropriate, to manage behaviour.
- Assist with tidying by encouraging the children to take responsibility for the learning environment.

## **Supporting the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Participate in appropriate curriculum training.
- Assist in maintaining a safe and stimulating learning environment.

## **Supporting the School Community**

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.
- Provide pastoral support and promote the inclusion of all pupils.
- 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.

## **General**

- Support and contribute to the Catholic ethos and vision of the school.
- Support pupils in their learning as directed by the class teacher.
- Implement and reinforce the behaviour policy in the school.
- Encourage children to respect each other and their property.
- Assist children with their physical needs as appropriate.
- Help children to use appropriate resources to support their individual needs.
- To supervise children inside and outside during lunchtimes and playtimes
- To attend appropriate training, including Safeguarding & First Aid training.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities and grade of the post.
- Report Health and Safety hazards immediately.

**PERSON SPECIFICATION  
POST: SEN LSA**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Good maths and English skills</li> <li>• Effective working with children on a 1:1 or small group basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supporting children of Primary School age</li> <li>• Recent participation in relevant professional development</li> <li>• GCSE C or above in English and Maths</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications or experience.</li> </ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• Can use a wide range of equipment and technology effectively to support learning.</li> <li>• Good understanding of national curriculum and other basic learning programmes/ strategies.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning.</li> <li>• Differentiate the delivery of learning activities through appropriate questioning, support or extension.</li> <li>• Be able to plan, deliver and resource learning activities under the direction and guidance of the teacher.</li> <li>• The distinctive nature of a Catholic School</li> <li>• Understanding of and adhering to relevant policies/codes of practice and awareness of relevant legislation.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Able to foster good relationships with pupils – acting as a role model.</li> <li>• Able to work as part of a team.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Support the Catholic Ethos of the School.</li> <li>• Enthusiastic and motivated, showing high levels of initiative.</li> <li>• Committed to maintaining confidentiality</li> <li>• Committed to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to meet the needs of pupils across the ability and age range.</li> </ul>

Signed:.....

Name:.....

Date:.....