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| **JOB TITLE** | Learning Support Assistant (SEN)  |
| **RESPONSIBLE TO** | Headteacher |
| **SUPERVISES** |  |
| **GRADE** | G5 | Hours | 12 | Weeks | 38 |

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| **JOB PURPOSE** |
| * Provide learning and care support for pupils with special educational needs (SEN)
* Work with the teacher to plan and deliver activities
* Support pupils with routines, transitions and behaviour management
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**MAIN RESPONSIBILITIES**

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|  | **G5:** Working under the instruction/guidance of teaching or senior staff to undertake work/care/support plans, inside or outside the classroom:   |
|  | **Supporting pupils**  |
|  | * Build positive relationships with pupils, promoting high self-esteem and independence
* Adapt communication style to respond to pupils according to their individual needs
* Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines on physical intervention
* Assist with the development and delivery of individual education and support plans
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|  | Teaching and Learning |
|  | * Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
* Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
* Use IT skills to advance pupils’ learning
* Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Monitor, record and report on progress and attainment
* Supervise a class if the teacher is temporarily unavailable
* Contribute to the overall ethos, aims and work of the school
* Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)
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|  | Working with staff, parents/carers and relevant professionals |
|  | * Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Communicate effectively with parents and carers under the direction of teachers
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
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|  | **Professional development**  |
|  | * Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures
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|  | To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
|  | To actively promote the safeguarding and welfare of pupils at all times working in line with the statutory safeguarding guidance (eg: Keeping Children Safe in Education, Prevent) and the Trust and School Safeguarding and Child Protection Policies.  |
|  | Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |

# Person specification

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| criteria | qualities |
| **Qualifications and training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
* NVQ Level 2
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| **Experience** | * Experience working in a school environment or other educational setting
* Experience working with children / young people with special educational needs (SEN)
* Experience planning and delivering learning activities
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| **Skills and knowledge** | * Good literacy and numeracy skills
* Good organisational skills
* Ability to build effective working relationships with pupils and adults
* Skills and expertise in understanding the needs of all pupils
* Knowledge of how to help adapt and deliver support to meet individual needs
* Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
* Excellent verbal communication skills
* Ability to work as part of a team and to be flexible in their approach to daily routines
* Active listening skills
* The ability to remain calm in stressful situations
* Knowledge of guidance and requirements around safeguarding children
* Good IT skills, particularly using IT to support learning
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| **Personal qualities** | * Enjoyment of working with children
* Sensitivity and understanding, to help build good relationships with pupils
* A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding pupil’s wellbeing and equality
* Resilient, positive, forward looking and enthusiastic about making a difference
* Capacity to inspire, motivate and challenge children and young people
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# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 21 May 2025

Next review date: 21 May 2026

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_