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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 |

**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 |
|  | 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) |
|  | 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 |
|  | **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 |
|  | 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 |
| **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 |
| **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 |
| **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 |

# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_