



Warfield CE Primary School

SEN LSA – named child job description

Teaching and Learning

- Support the child on aspects related to the Education Health Care Plan (EHCP).
- Work towards agreed targets in pupil's Individual Education Plan and targets set in partnership with partner agencies.
- Encourage pupil interaction and engagement with teacher led activities.
- When necessary reinforce work covered in class with the pupil on a one to one basis. This may include pre-teaching
- Assist with the pupil in small groups on activities planned by the teacher.
- Work with the pupil in small groups on specific special needs support.
- Adapt and deliver pre-planned programmes of learning to meet the needs of the individual pupil.
- Promote inclusion, act as a role model, show awareness of individual needs and respond to them.
- Support and supervise pupils in lessons in relation to local and national learning strategies e.g., literacy, numeracy and using basic ICT to promote learning.
- Identify and if appropriate, administer, programmes of study as directed by partner agencies (SALT, Occupational Therapy) this includes specific communication strategies such as visual and signing prompts.
- Adapt teacher planned programmes of study to enable pupil to fully access the curriculum.
- Adapt resources to enable fully access to the curriculum.
- Prepare and routinely maintain classroom materials/resources/displays, assist pupils in their use, clear afterwards and display pupils work.
- Assist generally in class as requested by the teacher.

Liaison and Communication

- Liaise with the teacher on a daily basis regarding activities/learning objectives.
- Give teacher feedback on child's progress.
- Discuss relevant issues with the teacher that arise in the course of the day.

- Liaise with appropriate agencies (alongside the classteacher) e.g. TASS, Educational Psychologist, Speech Therapist etc.
- If and when appropriate liaise with parents (in close co-operation with the classteacher). At the very minimum an introduction will be organised so that your face and name are known.
- Keep a book with dated notes on relevant occurrences.
- Engage and contribute to termly review meetings, annual reviews and any other appropriate meeting in support of the child's learning.

Pastoral and General

- Provide for the pupils welfare/personal care both individually and in groups and ensure their safety (this could include intimate care).
- Use recognised strategies to physically support the child where appropriate whilst adhering to safeguarding and health and safety policies and encouraging independence.
- Ensure opportunities are available for the child to socialise and mix with their peer group.
- Encourage good and positive communication at all times.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Actively support the school's and borough's equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Assist with the supervision of pupils out of lesson times and accompany school trips and other out of school development activities as required
- Provide clerical and administrative support

Behaviour

- Carry out behaviour policy as agreed in school
- With specific behavioural difficulties, deal with disruptive situation in an appropriate manner as agreed with the teacher
- Be aware of strategies to encourage positive behaviour.

Assessment

- Assist in assessment and record keeping as agreed with the teacher
- Keep notebook of relevant information on the child on a daily basis

- Discuss with the teacher, inclusion manager and headteacher input for annual review of statement

In Service Training

- Undertake Inservice training as and when appropriate
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required