

## Job Description

<b>Job Title:</b>	Learning Support Assistant (Level 3) for the Enhanced Resource Provision (ERP) for pupils with an EHCP for Social Communication needs
<b>Grade:</b>	<b>Salary:</b> Level 3
<b>Location of work:</b>	Godfrey Ermen CE Primary School
<b>Directly responsible to:</b>	The Headteacher & AHT / SENDCO
<b>Directly responsible for:</b>	Supporting Teaching and Learning by removing barriers for SEND children within the provision and mainstream classes

### **Main Duties and Responsibilities/ Accountabilities:**

#### ***Teach a small group of children in the resource base***

1. To support the teaching of pupils attending the provision, through the delivery of the National Curriculum, which is suitably differentiated to meet their individual Special Educational Needs and Disability (SEND).
2. To support the day to day running of the provision for SEND.
3. To ensure the safety and well being of pupils in accordance with school policies.
4. To be involved in the devising, implementation, monitoring, reviewing and evaluating the Individual Education Plans (IEPs) and Education Health and Care Plans (EHCP's) of the pupils attending the resource.
5. To support the SENDCO in the planning, organisation and delivery of the National Curriculum and programmes of therapeutic intervention.
6. To support the SENDCO in ensuring that accurate records of individual pupils academic, personal, social and SEND needs are kept, monitored and evaluated.
7. To attend the statutory reviews of the pupils attending the resource in accordance with statutory SEND Regulations, when appropriate.
8. To work effectively with other staff in provision and mainstream classes
9. To cover and lead the delivery of specialist provision in the absence of the SENDCO or otherwise directed by the Leadership Team, delegating other staff in the resource base as necessary.
10. To work in partnership with parent/carers of the pupils requiring the provision through the implementation of a variety of communication systems.
11. To involve pupils and their parents/carers in decisions about their learning and teaching outcomes, behaviour and attendance.
12. To know and comply with policies and procedures relating to Child Protection, Health and safety and security, confidentiality and data protection.
13. Establish and maintain appropriate knowledge where necessary to improve the learning of a given group of children and young people.

### ***Facilitate the inclusion of the children into mainstream lessons***

14. To provide support to mainstream school staff regarding the inclusion of pupils' from provision in to mainstream classes in the main school (host or home) as directed by the SENDCo and phase lead.
15. To assist in the development, implementation and review of appropriate behaviour management strategies.

### ***Support the whole school approach to managing SEND***

16. To assist in the development of a whole school approach in facilitating inclusive and adaptive practice.
17. To work closely with the phase lead and SENDCo in raising aspirations and learning outcomes for all pupils in the school, and in particular for pupils' identified needs.
18. To assist with the assessment, pupil tracking and data analysis as required, including but not exclusively Boxalls and Strengths & Difficulties Questionnaires (SDQs).
19. To act upon advice from the Educational Psychology Service, Primary Inclusion Team, SALT and other multi agencies providing support for all pupils, and communicate this to the SENDCo and relevant staff.
20. To plan, deliver and evaluate targeted Social Communication support/interventions to identified pupils and report progress to class teachers and SENDCo.
21. To maintain positive working relations with staff and pupils and provide a role model by presenting a positive role image and responding appropriately to individual needs.
22. To maintain good relationships with colleagues and actively promote team work.
23. To participate in staff meetings and contribute to school decision making and consultation procedures.
24. To follow health and safety risk assessments for pupils in line with school policy.

### ***Continued Professional Development***

1. To actively undertake ongoing continued professional development, particularly in the field of specialist SEND provision
2. To attend INSET courses and meetings, as required.
3. To keep abreast of current research with regard to the teaching and learning of pupils with specific needs.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To undertake any other such duties that are commensurate with the post.

## ***Personal and Professional Conduct***

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standards for conduct throughout our school.

At Godfrey Ermen, we expect Teaching Assistants to maintain standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position.
- Having regards for the needs to safeguard children's well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit children's vulnerability or might lead them to break the law.
- Having regard for school policy and practice, ethos and values.
- Maintaining high standards in their own attendance and punctuality.
- Teaching Assistants must have an understanding of, and always act within, the role as set out in their job description.

## ***Safeguarding***

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our school safeguarding and child protection policies

Promote the safeguarding of all pupils in the school