Job Description

Post Title: Learning Support Assistant (SEN) with Midday duties **Grade:** Scale 3

Directorate: Children & Young People **Service**: Schools

Responsible to: Headteacher and SENDCO

Responsible for: No responsibility for staff

Functional links with: Speech and Language Therapy, Occupational Therapy, Physiotherapy.

Main purpose of the job:

- To provide learning and care support for children with special educational needs (SEN) in our Small Resource Class to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management
- To support teaching & learning activities within the classroom
- Under the guidance of class teachers and the SENDCo, to ensure the needs of the SEN pupils are met across the school.

Major Duties and Responsibilities

1. Build a positive relationship with the pupil, promoting high self-esteem, independence and social inclusion
2. To work under the guidance of teaching / senior staff to implement agreed work programmes and to maintain good standards of behaviour.
3. To contribute to and deliver the planning cycle and the management & preparation of resources
4. To provide support and assist with the development and delivery of individual educational support and care plans
5. Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
6. To be an integral part of the school, working in close partnership with all staff
7. To undertake basic first aid duties and attend to sick children
8. To provide support for children with physical needs
9. To monitor, record and report on progress and attainment

Resources:

Ensure students with Additional Needs have access to the specific equipment and resources required to meet their individual needs

Job Activities: Understand that we are acting as key role models for children, and as such to model behaviour and language in keeping with the school ethos.

Planning

1. To assist with the development and implementation of the Individual educational health care plan
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

Monitoring and Assessment

3. To provide feedback to pupil/parents/carer in relation to progress and achievement.
4. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
5. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. To follow an individual child's provision map as recommended by the class teacher.
7. To undertake marking of pupils' work and accurately record achievement/progress
8. To liaise sensitively and effectively with parents or carers under the direction of a teacher within your responsibility.
9. Understand their role in order to work collaboratively with classroom teachers, and other colleagues including specialist advisory teachers.

Teaching and Learning

10. To implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
11. To implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
12. To support the use of ICT in learning activities and develop pupils' competence and independence in its use
13. To help pupils to access learning activities through specialist support

General

14. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
15. Day to day practise should reflect Brookside's Restorative Approach.
16. To follow the school's Behaviour and Relationship Policy, and to model behaviour in line with this policy.
17. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
18. To provide general clerical/admin. e.g. produce worksheets for agreed activities, maintain records to show progress etc.
19. To report any safeguarding concerns to the Designated Safeguarding Lead in school.