



JOB DESCRIPTION

Post Title: Learning Support Assistant (SEN)	Pax Christi Catholic Partnership		Office Use
Scale 3 (Points 14 – 17)			PAXSBB10
Responsible to: SENCO / Senior Teaching Staff	Workplace: Pax Christi Catholic Partnership, based at St Benet Biscop Catholic Academy, Bedlington	Manager Level:	
Job Purpose: To work under the guidance of teaching / senior staff to support access to learning for pupils and provide general support to the teacher in the management of pupils. Work may be carried out in the classroom or outside the normal teaching area. Work under supervision to address the needs of pupils who need particular help to overcome barriers to learning.			
Resources	Staff	N/A	
	Finance	N/A	
	Physical	Shared responsibility for classroom equipment and materials.	
	Clients	Relevant School pupils.	
Duties and key result areas:			
Support for Pupils			
Supporting and extending SEN pupils’ learning			
<ul style="list-style-type: none">• supervise and support pupils’ in their access to learning across the curriculum, using specialist skills, training or experience to tailor support to the individual learners’ needs• support pupils in learning how to learn and to develop their thinking skills to become independent, cooperative and collaborative learners• support pupils’ access to learning through the effective use of ICT as directed by the class teacher / SENCO• identify and remove barriers to pupils’ learning and make reasonable adjustments, responding to their individual needs• contribute to assessing pupils’ progress and providing feedback to pupils in relation to progress, achievement and attendance, to support them in reviewing their own learning, under the guidance of the class teacher / SENCO• adapt and customise curriculum materials to meet learning activities and assist pupils in their use• assist the supervising teacher with the planning of learning activities• support teachers in the administration of examinations and tests• contribute to maintaining pupils’ records• contribute to, and support, the review of EHC plans• assist teachers with the display of pupils’ work and achievements			
Meeting pupils’ wider well-being needs			
<ul style="list-style-type: none">• support the emotional well-being and mental health of a diversity of SEN pupils• contribute to the management of SEN pupils’ behaviour supporting the class teacher / SENCO• support the delivery of additional interventions for improving pupils’ well-being as directed by the SENCO• support pupils with SEN and/or disabilities to access extra-curricular activities• supporting the running of lunchtime and after-school clubs for pupils• escort and supervise SEN pupils on educational visits and out-of-school activities, as directed by the class teacher, SENCO and member of school’s management team			

Providing pastoral support

- promote SEN pupils' social and personal development and resilience by having challenging expectations to encourage children to act independently and build self esteem
- establish productive relationships with pupils and respond to the needs of each individual child, acting as a role model and advocate for pupils with SEN and disability
- support the transition and transfer of SEN pupils

Working with colleagues

- support and maintain collaborative, productive working relationships with school staff and professionals from external agencies and feeder schools
- liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils' learning and well-being
- take responsibility in developing your own continuing professional development

Supporting the wider work of the school

- comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, confidentiality and data protection
- work in such as to promote the ethos and vision of the school.
- participate in training and development, and activities that contribute to the management of performance.
- attend and participate in relevant meetings and school events as required
- undertake first aid training and responsibilities as required
- participate in school emergencies as required, including locating students and staff, contacting emergency services and completing necessary documentation

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal work patterns – Term Time Only (plus 5 days)
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: Learning Support Assistant (SEN)		Pax Christi Catholic Partnership	Ref: PAXSBB05
Essential		Desirable	Assess by
Knowledge and Qualifications			
Very good numeracy and literacy skills;			(a)
NVQ 2 for teaching Assistants or equivalent qualifications (NNEB)	NVQ 3 for teaching Assistants or equivalent qualifications (NNEB)		(i)
First Aid Certificate or equivalent;	Paediatric First Aid Certificate		(t)
Participated in training related to various national strategies e.g. literacy and numeracy			
Experience			
Working with children of the relevant age	Supervising small groups of children		(a)
Basic clerical skills	Counselling		(i)
Working with children with additional needs	Experience of making contact and dealing with external agencies.		
Skills and competencies			
Effective ICT skills and experience of using ICT in a learning environment	NVQ 2 ICT Qualification		(a)
Ability to use other types of learning technology:			(r)
<ul style="list-style-type: none"> • Photocopying • Whiteboards 			(i)
Understanding of codes of practice and recent relevant education;			
Good understanding of the principles of child development and the learning process			
Can work as a member of a team, understanding their role in the classroom and associated responsibilities.			
Physical, mental and emotional demands			
Ability to work under pressure and some element of noise (students)			(a) (i)
Other			
Willingness to participate in training and development			(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits