



Position:	SEN Learning Support Assistant (Level 1)
Grade:	Scale 2
Reports to:	Inclusion Manager
Purpose of Role	To work under the direct instruction of teaching staff, usually in the classroom with the teacher. To support access to learning for pupils with a range of special needs from profound to moderate learning difficulties.
	Job Description
Support for Pupils:	To implement individualised programmes for a child.
	Supervise and support the child ensuring safety and access to learning.
	Establish good relationships with the child, acting as a role model and being aware of and responding appropriately to individual needs.
	Promote the inclusion and acceptance of the child, supporting the development of relationships with peers.
	Encourage the child to interact with others and engage in activities led by the teacher.
	Encourage the child to act independently as appropriate.
	Liaise with the class teacher regarding the child's Individual Plan and targets
	Clarify and explain instructions to the child.
	Develop appropriate resources to support the child
	Support a child with their personal care as and if necessary
Support for Teachers:	Be aware of the child's needs/progress/achievements and report to the teacher as agreed.
	Undertake record keeping as requested.

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	Support the teacher in managing the child's behaviour, reporting difficulties as appropriate.
	Gather/report information from/to parents/carers as directed.
Support for the Curriculum:	Support the child in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
	Support the child to understand instructions.
	Support the child in using standard and specialised equipment as directed.
	Prepare and maintain equipment/resources as directed by the teacher and assist the child in their use.
Support for the School:	Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
	Contribute to the overall ethos/work/aims of the school.
	Appreciate and support the role of other professionals.
	Attend relevant meetings as required.
	Participate in training and other learning activities and performance development as required.
	Accompany teaching staff and the child on visits, trips and out of school activities as required.
	Any other duties deemed commensurate with this role.

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	Person Specification
Qualifications & Experience:	<p>Experience of working with relevant primary aged pupils with learning difficulties, within a learning environment.</p> <p>Good numeracy and literacy skills (at least to GCSE level).</p> <p>Completion of relevant training in supporting children with special educational needs, and/or complex learning difficulties desirable.</p>
Knowledge & Understanding:	<p>Able to work constructively as part of a team, understanding classroom roles and responsibilities.</p> <p>Can demonstrate an understanding of the needs of children with a range of learning difficulties.</p> <p>Understanding of relevant policies, codes of practice and awareness of relevant legislation.</p> <p>Understands the need for sensitivity and confidentiality.</p> <p>Can demonstrate an understanding of the importance of safeguarding in the context of a school supporting vulnerable children and acting in way that at all times safeguards pupils.</p>
	Able to use basic technology - computer, video, photocopier.
Personal Qualities	<p>Can demonstrate a caring and supportive attitude towards children and their families.</p> <p>Ability to relate well to children.</p> <p>Ability to communicate well with children, parents and professionals.</p> <p>Ability to take appropriate initiative and work independently.</p> <p>Ability to handle pressure and remain calm.</p> <p>Ability to self-learn, be motivated to learn within an outside of the work setting.</p>
	Must be able to prioritise and react appropriately to events and situations
	Must keep school matters confidential
	A willingness and commitment to support the wider life of the school.
	A commitment to modelling personal conduct that represents the ethos of the school at all times.
Equal Opportunities	Must have an understanding of and a willingness to promote equal opportunities

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