

Title of Post:	1:1 SEND Learning Support Assistant for a child in Foundation Stage
Contract timescale:	Initially Fixed Term until 27 th August 2018, with the possibility of it being extended.
Required hours:	8:30-3:30pm Monday to Friday, 32.5 hrs per week / 39 weeks per year
Responsible to:	Senior Leadership Team, Classteacher, SENDCO
Liaison with:	Teaching Staff, Support Staff, Headteacher, Pupils
Purpose of the Job:	To work in partnership with class teachers to assist the pupil with learning in line with the national curriculum, codes of practice and school policies and procedures.

Principal Accountabilities:

Working with the pupil under the direction of teaching staff and SENDCO

Provide skilled support to the pupil with learning, behavioural, communication & social difficulties, in line with the Statement of Special Educational Needs and Disabilities/EHC Plan.

Duties and Responsibilities:

- To support the pupil with social communication and develop social skills and understanding
- To implement visual support strategies consistently
- To deliver specific speech and language programmes as directed by outside professionals
- Understand specific learning needs and styles and provide differentiated support to the pupil individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher/SENDCO, adjusting activities according to the pupil's responses as appropriate
- Establish positive relationships with the pupil
- Provide feedback to the pupil in relation to attainment and progress under the guidance of the teacher and SENDCO
- Support the pupil with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop the pupil's competence and independence in its use
- Assist in the smooth transition between educational phases

- Identifying and addressing signs of conflict and notifying others so that a resolution can be accomplished
- Be aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Support the pupil over the break period, focusing on developing social communication skills
- To attend to the pupil's personal needs including help with social, welfare, care and health matters etc.
- Promote positive pupil behaviour in line with school policies and help keep the pupil on task
- Participate in planning and evaluation of learning activities with the teacher/ Line Manager, writing reports and records as required, based on pupil observation and performance
- Assist with the development and implementation of IEPs
- Monitor and record pupil's responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher and SENDCO
- Assist the teacher and other staff in the implementation of care programmes
- To assist with intimate care
- To physically assist the pupil during activities e.g. swimming, P.E. and wherever else necessary
- To support learning by selecting and creating appropriate resources/methods to facilitate agreed learning activities
- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about the pupil as appropriate
- To assist with the display and presentation of the pupil's work
- To supervise the pupil for limited and specified periods including breaktimes and lunchtimes when the postholder should facilitate games and activities
- To assist with escorting the pupil on educational visits and residential trips
- To clean and maintain classroom equipment annually
- To undertake other duties which may be reasonably required

General:

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant professional development and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equality Policies

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The allocation of the SEND/Learning Support Assistants and their hours/weeks is indicative and will change according to the Statements/EHC Plans currently in force.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years' environment NVQ 2
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Level 2/ GCSE grade C+ equivalent in English
	Numeracy	Level 2/ GCSE grade C+ equivalent in Maths
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management
	SEND	Have some knowledge of learning difficulties and a variety of strategies to support children
	Curriculum	Understanding of the school curriculum Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes
	Child Development	Understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school

		Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of students/volunteers and other learning support assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Safeguarding and Child Protection	Understand and implement Safeguarding and child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role