



<b>Position:</b>	<b>SEN Learning Support Assistant (Level 1)</b>
<b>Grade:</b>	Scale 2
<b>Reports to:</b>	Inclusion Manager
<b>Purpose of Role</b>	To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for a child with complex learning difficulties.
<b>Job Description</b>	
<b>Support for Pupils:</b>	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
	Where necessary and appropriate – support the child with his/her personal care needs.
<b>Support for Teachers:</b>	Be aware of the child's needs/progress/achievements and report to the teacher as agreed.
	Undertake record keeping as requested.
	Support the teacher in managing the child's behaviour, reporting difficulties as appropriate.
	Gather/report information from/to parents/carers as directed.
<b>Support for the Curriculum:</b>	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 basic ICT as directed.
	Prepare and maintain equipment/resources as directed by the teacher and assist the child in their use.
<b>Support for the School:</b>	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.
	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.
	<b>Person Specification</b>
<b>Qualifications &amp; Experience:</b>	Experience of working with relevant primary aged pupils with learning difficulties, within a learning environment. Good numeracy and literacy skills (at least to GCSE level). Completion of relevant training in supporting children with complex learning difficulties desirable.
<b>Knowledge &amp; Understanding:</b>	Able to work constructively as part of a team, understanding classroom roles and responsibilities.
	Able to use basic technology - computer, video, photocopier.
	Ability to relate well to children and adults.
	Appropriate knowledge of first aid.
<b>Personal Qualities</b>	Must be committed to looking after the welfare of children
	Must be able to complete tasks with the minimum of supervision
	Must be able to prioritise and react appropriately to events and situations
	Must be willing to learn new skills
	Must be willing to be a member of a team
	Must keep school matters confidential
<b>Physical</b>	Must be able to meet the physical demands of the role
	Must be able to lift and carry materials
<b>Equal Opportunities</b>	Must have an understanding of and a willingness to promote equal opportunities

**This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**