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Academies Enterprise Trust

**Job Description**

**Job Title: SEN 1:1 Learning Support Assistant**

**Location: Ashingdon Primary Academy**

**Hours of work: Varies according to child**

**Reports to: Executive Headteacher, Senco and Class Teacher**

**Purpose of the Role:**

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted. To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and schools policies and procedures. To assist in ensuring that any pupil with SEN is supported in their learning to reach their capabilities and targets.

**Responsibilities:**

* Working with the individual child or a small group under the direction of the teaching staff.
* Establish positive relationships with the pupil supported.
* Implement planned learning objectives/teaching programmes as agreed with the class teacher, adjusting activities according to the pupil’s response.
* Support the pupil with activities which support Literacy and Numeracy skills.
* Support the use of ICT in the classroom/ICT suite and develop the pupils’ competence and independence in its use.
* Promote positive pupil behaviour in line with school policies and help keep pupils on task.
* Interact with and support the pupil, according to individual needs and skills.
* Promote the inclusion and acceptance of the child with special needs within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources.
* Assist with the delivery of Individual Education Programmes as required.
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
* Monitor and record pupil activities as appropriate, writing records and reports as required.
* Provide feedback to pupils in relation to attainment and progress, under the guidance of the teacher.
* Attend termly review meetings to provide feedback on the pupil supported.
* To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
* To attend pupils’ personal needs including help with social, welfare and health matters, including minor first aid.
* To respect confidentiality at all times.
* Not engage in any form of social media commenting (e.g. Facebook) that may lead to detrimental comments about the school, pupils or any stakeholder connected to the academy.
* Adhere to the Academies Enterprise Trust dress code and ensure that you are suitably presented for the role that you have with in the school.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers’ Pay and Conditions
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. 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.
6. Post holders 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**

**Job Title: SEN 1:1 Learning Support Assistant**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications**  **Knowledge/Experience** | Qualifications required for the role  Specific knowledge/  experience required for the role | * Educated to NVQ Level 2Successful experience working with children in a school/early years environment * Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience * Completion of DCSF induction programme |  |
| **Skills** |  | * Basic knowledge of First Aid and understanding of School * Good reading and writing skills * Good numeracy skills * Knowledge of basic ICT to support learning * Understand and implement the school’s behaviour management policy * Ability to understand and support children with developmental difficulty or disability * Good understanding of the school curriculum * Knowledge of literacy/numeracy strategies * Good understanding of the general aspect of child development * Ability to assess progress and performance * Understand and support the importance of physical and emotional wellbeing * Understand the role of others working in and with the school * Understand and value the role of parents and carers in supporting children * Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults * Know when, how and with whom to share information * Ability to follow instructions accurately * Ability to manage own time effectively * Demonstrate creativity and an ability to resolve routine problems independently |  |
| **Personal Characteristics** | Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |