



Guru Nanak Sikh Multi Academy Trust

“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”

Aspire ~ Acquire ~ Achieve

Job Description

Primary Learning Support Assistant – SEN

Job Description

PURPOSE OF THE JOB:

To work with individual and small groups of SEN pupils, under the direction of the SENCO and relevant Class Teacher's, in order to promote the inclusion of SEN pupils in a mainstream class, and to provide support for teaching and personalised learning.

To work with small groups of SEN pupils, under the direction of the SENCO, to support them to make measurable progress against an identified area of need.

To make a significant contribution to the vision and direction of Guru Nanak Multi Academy Trust where innovation and inspirational learning for all is the core value.

Responsibilities and Tasks

Support for Pupils:

- ❖ Support pupils' learning across the curriculum, including EYFS, tailoring support to match learners' needs.
- ❖ Adapt and customise learning materials in line with the individual needs.
- ❖ Assist with the development and implementation of Individual Learning Plans through identifying and removing barriers to pupils' learning.
- ❖ Provide specific and targeted interventions to support individual pupil progress.
- ❖ Set challenging and demanding expectations and promote self-esteem and independence.
- ❖ Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- ❖ Promote the inclusion and acceptance of all pupils.
- ❖ Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- ❖ Where applicable, support the pupils with their individual personal care routines
- ❖ Liaise with external specialist teachers and/or therapists as appropriate and under the guidance and direction of the SENCO / Class Teacher.
- ❖ Attend and contribute to review meetings for individual pupils under the direction of the SENCO / Class Teacher.

Support for the Academy:

- ❖ 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.
- ❖ Communicate effectively with all colleagues to ensure pupil's individual needs are fully met.
- ❖ To recognise own strengths and areas of specialist expertise and use these to advise and support others
- ❖ Be aware of individual pupil progress/achievements and report to the teacher as appropriate.
- ❖ Undertake pupil record keeping as requested.
- ❖ Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- ❖ Gather/report information from/to parents/carers as directed.
- ❖ To work under the direction of the Executive Principal and to undertake such duties commensurate with the level of post as may be allocated by the Executive Principal or their Line Manager.

Support for the Curriculum:

- ❖ Undertake interventions linked to the national curriculum e.g. English and Mathematics and recording achievement and progress and feeding back to the subject teacher.
- ❖ Ensure effective communication with class teacher's leading to a full understanding of the subject knowledge and progression.

General:

- ❖ To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

Equal Opportunities:

- ❖ The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety:

- ❖ In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- ❖ Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- ❖ Taking responsibility for all risk assessments and establishing and managing a proactive Health and Safety Service throughout the Academy, in relation to the role.



Person Specification

Primary Learning Support Assistant – SEN

Knowledge and Experience	Essential	Desirable
Previous experience of working with children with special educational needs.	✓	
A First Aid qualification		✓
Have training in aspects of SEN.		✓
Experience of working with relevant age groups within a learning environment		✓
Have the subject knowledge and ability to be able to support pupils across the Primary Phase in a range of subjects.	✓	
Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
The ability to work as part of a team and work under own initiative	✓	
The ability to follow instructions	✓	
The ability to guide and supervise the children	✓	
Personal Qualities	Essential	Desirable
Suitability to work with children	✓	
Have high aspirations for all children, particularly those who find learning and managing their behaviour difficult.	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
Patient, tolerant, sympathetic and, fair but firm	✓	
Hardworking and conscientious	✓	
A willingness to be flexible	✓	
A respect for confidentiality	✓	

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.