

Job Description and Person Specification

Job Description

Job Title:	SEND Learning Support Assistant
Scale:	Grade 4 point 5-8
Responsible to:	SENCO
Well-being and appraisal:	HR Manager
Focus:	<ul style="list-style-type: none"> To inspire students with additional needs. To be responsible for ensuring that all students with additional needs both academic and medical are supported both in and out of the classroom.
Specific responsibilities for the post:	<ul style="list-style-type: none"> To work and support vulnerable students and students who have additional educational and medical needs on a 1:1 basis. To work as part of the SEND Support and the Academy's pastoral team. To develop the use of the schools SEND hub. To lead small group literacy and/or numeracy intervention. To have an oversight of medical conditions alongside lead Academy staff.
Responsibilities for all Learning Support Posts:	<ul style="list-style-type: none"> To work in partnership with teachers and other professionals to provide effective support for learning activities, tailoring support to the needs of the students if necessary. To support planning and delivery of the curriculum for students. To offer students varied and purposeful extended day activities in and out of school. To contribute to the planning, preparation, maintenance and evaluation of learning activities and environment, identify areas of improvement and new developments as necessary. To promote and assist with the development of core literacy and numeracy skills. To monitor, assess, report and maintain records of students and their performance. To work with small groups of students and individuals both within the classroom and during withdrawal sessions. To provide appropriate support and care for students throughout the day, including break and lunchtime monitoring and pre-post academy activities as necessary. To attend meetings about students as required. To invigilate internal and external tests and examinations under formal conditions. To accompany and supervise students on trips and visits as appropriate. To liaise with parents/carers and outside agencies as appropriate. Follow Academy policy regarding care, support and supervision of students.
Cover responsibilities:	<ul style="list-style-type: none"> To supervise students in class during absence of their class teacher (short term) in accordance with school policy. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the code of conduct, encouraging students to take responsibility for their own behaviour. To administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions. To provide objective and accurate feedback to the teacher on the conduct of the lesson. To take class registers. To liaise with the subject leader, where possible, to ensure that instructions are clarified. To liaise with teaching assistants regarding individual students being supported in class. To provide feedback on learning activities. To make appropriate use of equipment and resources and support the use of ICT. To work co-operatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, governors and other relevant stakeholders.

	<ul style="list-style-type: none"> • To supervise students on visits, trips and out of school activities that fall within the normal hours of work of the post holder. • To supervise student's out of school hours learning activities that fall within the normal hours of the post holder. • To assist with the supervision of students during breakfast, break and lunchtimes. • To maintain and update classroom and corridor displays as required. • To invigilate exams as required. • To act as a learning mentor to students. • To respond to any questions from students about process, procedures and their work. • To deal promptly with problems and incidents in line with policies and procedures, encouraging students to take responsibility for their own behaviour. • To report, using the school's procedures, on student behaviour and any issues arising. • To attend training and supervision as deemed appropriate for safe effective practice.
General:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To contribute to the overall ethos, work and aims of the Trust. • To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature. • Attend relevant meetings as required. • Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. • Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times. • Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop. • Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals. • To attend any training courses relevant to the post, ensuring continuing, personal and professional development. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Special conditions:	<ul style="list-style-type: none"> • The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
<p>The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.</p>	

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject	*	
	Fully supported in references	*	
Qualifications and Professional Development	Educated to G.C.S.E Grade C or higher in English and Maths	*	
	A Teaching Assistant qualification at NVQ Level 3 or its equivalent	*	
	Recent and relevant in-service/professional development in SEND		*
	Ability to use ICT as a learning tool		*
	Commitment to further study including any in-service training during the last three years	*	
Experience	Ability to demonstrate high standards student support	*	
	Knowledge of a wide range of SEND difficulties and their impact on learning.	*	
	Knowledge of the use of data to inform planning, measuring progress and to aid target setting and improving performance against identified outcomes		*
	Experience of multi-agency working and liaison with outside agencies and the Educational Psychology Services.		*
	To have knowledge or experience of 'Restorative Practices' to resolve issues with students.		*
Qualities & Values	A drive to make learning fun, engaging and exciting	*	
	The ability to inspire others and share good practice	*	
	Good communication skills with the ability to relate effectively to all ages and abilities	*	
	A commitment to promoting inclusion	*	
	Ability to provide and present evidence for statutory assessment and annual reviews.	*	
	Ability to provide advice to school staff and liaise with parents/carers.	*	
Personal Attributes	Ability to work under pressure and retain a sense of humour	*	
	Ability to work as team member to achieve common goals	*	
	Initiative, energy and perseverance	*	
	Enthusiasm and self-confidence	*	
	Personal presence and impact	*	
	Ambition to go on to a position of responsibility		*

Assessment against the criteria outlined above will be through the Letter of Application, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline.

Any relevant issues from references will be taken up at interview.