



Job Description

Job Title: SEN Learning Support Assistant

Location: Charles Warren Academy

Reports to: Headteacher, Deputy Head Teacher, SENCO

Purpose of the Role:

To work in partnership with class teachers to assist pupils with learning in line with the national curriculum, codes of practice and school policies and procedures. Also to prepare the classroom and resources ready for children to learn.

Responsibilities:

- To support pupils with specific areas of SEND
- 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 a pupil individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, SENCo, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher and SENCo
- Support pupils with activities which develop literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Support pupils over the break period, focussing on developing social communication skills
- To attend to pupil's personal needs including help with social, welfare, care and health matters, including toileting, dressing, mobility etc if needed
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher/SENDCO, writing reports and records as required
- Assist with the development and implementation of Learning Journey Journals
- Monitor and record pupil's responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher and SENCo
- Assist the teacher and other staff in the implementation of care programmes
- 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
- To help create a positive learning environment for all children
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupil on educational visits
- To physically assist pupils during activities e.g. swimming, PE
- To clean and maintain classroom equipment when required
- 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 management 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 post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

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 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
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.

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> English and Maths GCSE level at 'C' or above Basic knowledge of First Aid 	<ul style="list-style-type: none"> Successful experience working with SEN children in a school
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management Have some knowledge of learning difficulties and a variety of strategies to support children Understanding of the school curriculum Knowledge of National Curriculum Understanding of the general aspect of child development Ability to assess progress and performance Understand and support the importance of physical and emotional wellbeing 	<ul style="list-style-type: none"> Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Basic understanding of Health & Safety Knowledge of basic ICT to support learning
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Good organisational skills 	



		<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to support the work of students/volunteers and other learning support assistants in the classroom • Ability to manage own time effectively • Demonstrate creativity and an ability to resolve routine problems independently 	
	Forward and strategic planning	•	•
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Please also state monetary value of budget • 	•
	Abilities	•	•
Personal Characteristics	Behaviours	•	•
Special Requirements		<ul style="list-style-type: none"> • Understand and implement child protection procedures • Commitment to the Academy's aims, ethos and vision • 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 • Ability to travel as required 	•