



Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Description

Secondary 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 subject teacher, 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, 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
- ❖ Adapt communication style to respond to pupils according to their individual needs
- ❖ Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- ❖ Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- ❖ Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual need
- ❖ Promote the inclusion and acceptance of all pupils
- ❖ Provide feedback to pupils in relations to progress and achievement under the guidance of the teacher.
- ❖ Liaise with external specialist teachers and/or therapists as appropriate and under the guidance and direction of the SENCO / Pastoral Team.

- ❖ Attend and contribute to review meetings for individual pupils under the direction of the SENCO / Pastoral Team.

Teaching and learning

- ❖ Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- ❖ Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- ❖ Use ICT skills to advance pupils' learning
- ❖ Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- ❖ Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- ❖ Monitor, record and report on progress and attainment
- ❖ Supervise a class if the teacher is temporarily unavailable
- ❖ Contribute to the overall ethos, aims and work of the school

Working with staff, parents/ carers and relevant professionals:

- ❖ Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- ❖ Communicate effectively with parents and carers under the direction of teachers
- ❖ Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- ❖ Collaborate and work with colleagues and other relevant professionals within and beyond the school
- ❖ Develop effective professional relationships with colleagues

Professional development

- ❖ Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- ❖ Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- ❖ Take part in the school's appraisal procedures

Safeguarding

- ❖ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- ❖ Promote the safeguarding of all pupils in the school
- ❖

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 pupils 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 CEO and to undertake such duties commensurate with the level of post as may be allocated by the CEO or his/her appropriate representative

General:

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

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 establish and manage a proactive Health and Safety Service throughout the Academy, in relation to the role.

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.



Person Specification

Secondary Learning Support Assistant – SEN

1. Experience	Essential	Desirable
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	✓	
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 Secondary Phase in a range of subjects	✓	
2. Skills & Knowledge	Essential	Desirable
The ability to communicate fluently with adults and children in English	✓	
Good literacy and numeracy skills	✓	
Ability to build effective working relationships with pupils and adults	✓	
Skills and expertise in understanding the needs of all pupils	✓	
Knowledge of how to help adapt and deliver support to meet individual needs	✓	
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	✓	
Ability to work as part of a team and to be flexible in their approach to daily routines	✓	
Active listening skills	✓	
The ability to remain calm in stressful situations	✓	
Knowledge of guidance and requirements around safeguarding children	✓	
Good ICT skills, particularly using ICT to support learning	✓	
3. 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	✓	