

Rettendon Primary School



Main Road, Rettendon, Chelmsford, CM3 8DW

Headteacher Mrs Sophie Hammond
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Job Description – Learning Support Assistant SEND

The post holder will work in partnership with class teachers to support learning in line with the National Curriculum, codes of practice and school policies and procedures.	
Responsible to:	Head teacher
Scope:	Learning Support Assistant Duties under the direction of the Class Teacher and Senior Leadership, one-to-one work with children with special educational needs and small group work.
Salary/Grade:	Scale Point 4-6
Hours	12 hours per week (Fixed term)
MAIN (CORE) DUTIES: <ul style="list-style-type: none">Working with individuals with special educational needs under the direction of teaching staff.Working with small groups of children under the direction of the teaching staff.Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.	

REPORTS TO:

The postholder is responsible to their line manager for his/her duties and responsibilities

Information

This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties; the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.

All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

General Duties <ul style="list-style-type: none">Establish positive relationships with pupils supportedSupport pupils with activities which support English and Maths skillsSupport the use of ICT in the classroom and develop 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 pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- 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
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships, which will promote the development and effective delivery of the school curriculum and maximise pupils' achievement
- To tend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Assist with the development and implementation of One Plans
- Liaise with other staff and provide information about pupils as appropriate
- To supervise pupils for limited and specified periods including break-times and lunch times when the post holder should facilitate games and activities to engage children in purposeful play
- To assist with escorting pupils on educational visits
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings, as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Specific Responsibilities

- To engage in professional reading to support children with SEND
- Engage in continuous professional development, for example, Price Training and TPP.
- Attend annual reviews by invite

Person Specification

Quality	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above (or equivalent) 	<ul style="list-style-type: none"> Experience of working across the primary range. NVQ Level 3 or equivalent
Experience	<ul style="list-style-type: none"> Experience of working within a primary school Experience of working with children with SENDs and implementing interventions Experience of supporting small groups Experience of working with parents/carers and/or external agencies Experience of working with and supporting children on One Plans. 	<ul style="list-style-type: none"> Experience of working with children with a range of high need Special Educational Needs.
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Must be a supportive and professional classroom practitioner Must be a team player Must have a good understanding of the needs of children Ability to interact positively with children, staff, parents and carers Willingness to learn Ability to implement and adapt learning activities Ability to communicate in writing and orally to a sufficient level Sound ICT skills Understanding of children's development 	<ul style="list-style-type: none"> Experience of delivering Read, Write, Inc/ Phonics Experience of continuous provision Knowledge of the KS1 and KS2 National Curriculum and EYFS curriculum. Behaviour management qualification
Personal Qualities	<ul style="list-style-type: none"> Relates well to children Positive and resilient with drive, loyalty, integrity, flexibility and good sense of humour Able to work independently and as part of a team Proven qualities to motivate and inspire others Embraces change well A commitment to inclusion and pupil welfare Able to develop effective working relationships with all external partners Works well under pressure Patience 	<ul style="list-style-type: none"> Willing to take part in extracurricular activities