

SEND Learner Support Assistant Job Description

Main Duties / Responsibilities

Learning Support Specific
Work under the direction of the class teacher to meet the needs of all pupils including those with SEND, including social communication and social-emotional needs, ensuring personalised support
Support children's learning during lessons by providing targeted assistance and promoting engagement
Focus support on key areas for improvement, both academic and social, following agreed strategies tailored to the specific needs of pupils
Engage in learning activities with pupils individually and in group settings, ensuring they can access an appropriate curriculum
Regularly report pupil progress to the class teacher and, when necessary, to the SENDCo, ensuring continuous communication and support
To attend meetings and annual reviews and to contribute to Individual Support Plans as necessary.
Pastoral and Wellbeing Specific
Build trusting relationships with children by fostering a safe and supportive environment
To be emotionally available to children, responding to their needs with empathy and understanding
Promote a relational approach to managing behaviour, focusing on understanding the root causes of emotional difficulties and behaviour
Encourage positive peer relationships, social skills, and a sense of belonging within the school community.
Lunchtime Supervisor Specific
Support and develop creative and constructive play opportunities for pupils, encouraging imaginative play, social interaction, and skill development
Ensure the dining hall is properly prepared and cleared after mealtimes, making it ready for school activities in the afternoon
Supervise pupils during mealtimes, ensuring a safe and supportive environment while promoting healthy eating habits and positive social interactions
Be responsible for an individual pupil or group of pupils in the playground or the classroom, depending on the weather

Respond to minor accidents or illnesses during the lunchtime break, providing immediate care and seeking appropriate assistance when necessary.
General
Liaise effectively and professionally with staff and parents as required
To promote a pupil/ pupils' self-esteem, and motivation and set high behaviour standards
To assist with a pupil/ pupils who are hurt/have soiled themselves (including the cleaning of bodily fluids) or are feeling unwell, and where necessary and qualified, administer first aid
Ensure that all pupils remain within a safe environment
Comply with the procedures relating to Safeguarding and actively promote the welfare of pupils
Comply with school policies and procedures
Ensure all health and safety standards are maintained at all times and advise the appropriate member of staff responsible for health and safety management of potential risk areas
Attend training as required.

This job description gives an overview of the main responsibilities of the role; however, additional duties may be required as needed

Learning Support Assistant Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> GCSEs at grade C/4 or above in Maths and English. Commitment to furthering own professional development. 	<ul style="list-style-type: none"> Paediatric first aid certificate. Food hygiene certificate. Safeguarding certificate.
Experience	<ul style="list-style-type: none"> Experience of, or a strong interest in working with, children with diverse needs, including social, emotional, and wellbeing challenges, and a desire to support their individual growth and development. Experience in a role that requires strong communication, empathy, and organisational skills, with the ability to effectively manage and support diverse needs. 	<ul style="list-style-type: none"> Recent and relevant Learner Support (Teaching Assistant) experience. Proven experience of matching learning to a child's needs. Experience working with children with social, emotional and wellbeing needs. Experience of liaison/contact with outside agencies.
Knowledge and skills	<ul style="list-style-type: none"> Able to use initiative To have the knowledge and understanding to work with children with special educational needs. To recognise that each pupil has specific needs that are to be nurtured and developed through careful and sensitive teaching and support. To be aware of Child Protection and Safeguarding procedures. Able to follow Individual Support Plans (ISPs) systematically. Able to communicate clearly, clarifying, summarising and recording. Able to make and record accurate observations to inform the teacher's assessments. Able to communicate observations and feedback clearly to the teacher. 	<ul style="list-style-type: none"> Able to assist the teacher to develop an Individual Support Plan (ISP) based on observations of the child.

Specific Skills Supporting the Child	<ul style="list-style-type: none">• Able to communicate clearly, clarifying and giving instructions with positive and constructive feedback.• Able to assist with regular assessments.• Able to remain calm and consistent.	
---	---	--