

**Eaton Square Senior School**

**Job Description for SEND Learning Support Assistant**

<b>Role:</b>	<b>SEND Learning Support Assistant</b>
<b>Accountable to:</b>	<b>Head of Learning Enrichment</b>
<b>The Department and Job Summary:</b>	<p>The Learning Enrichment department supports a range of students with additional educational requirements across Key Stages 3, 4 and 5. This includes students with SEND, EAL and Higher Learning Potential.</p> <p>The Learning Support Assistant (LSA) role will involve providing learning and care support for students with Special Educational Needs (SEN) to help them work towards the outcomes on their Student Learning Plans. This will involve working with the teacher to plan and deliver activities and supporting the student with routines, transitions and behaviour management.</p> <p>We are lucky to teach in a beautiful, Grade 1 Listed building in Central London, with excellent transport links (5 mins from Green Park &amp; Hyde Park Tube Stations), which makes it easy for us to make Central London part of our classroom, by running local day trips across the city.</p> <p>Our Sixth Form building is situated in Belgravia, only moments from Victoria Station.</p>
<b>Accountabilities:</b>	<p><b>Supporting the Student</b></p> <ul style="list-style-type: none"> <li>• Build a positive relationship with the student, promoting high self-esteem, independence and social inclusion.</li> <li>• Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.</li> <li>• Assist with the development and delivery of individual education, support and care plans.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the student with their social, emotional and mental health needs, escalating concerns where appropriate.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the student’s achievements.</li> <li>• Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom.</li> <li>• Support the teaching of a broad and balanced curriculum aimed at helping the student achieve their full potential in all areas of learning.</li> <li>• Promote, support and facilitate inclusion by encouraging participation of the student in learning and extracurricular activities.</li> <li>• Use effective behaviour management strategies consistently in line with the school’s policy and procedures.</li> <li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.</li> <li>• Use ICT skills to advance the student’s learning.</li> <li>• Through observations, provide regular feedback to teachers on the student’s progress, attainment and barriers to learning.</li> <li>• Monitor, record and report on progress and attainment.</li> <li>• Read and understand lesson plans shared prior to lessons, if available.</li> </ul> <p><b>Working with Staff, Parents/Carers and Relevant Professionals</b></p> <ul style="list-style-type: none"> <li>• Share knowledge and understanding of the student with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.</li> <li>• Communicate effectively with other staff members, students, and parents and carers.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Keep other professionals accurately informed about performance, progress and any areas of concern.</li> <li>• Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li> <li>• Develop effective professional relationships with colleagues.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.</li> <li>• Take part in the school’s appraisal procedures.</li> </ul> <p><b>Other Areas of Responsibility</b></p> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.</li> <li>• Promote the safeguarding of all students in the school.</li> </ul>
<b>Review and Amendment:</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification**

**Skills Required**

Decision Making Skills: the ability to solve problems and make decisions.	Essential
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Teamwork: the ability to work collaboratively with everyone in the school community, in particular with members of the Learning Enrichment department.	Essential
Communication Skills: the ability to make written and oral points clearly to students, staff and parents. A high level of ICT competency.	Essential
Self-Management Skills: the ability to plan time effectively and organise oneself well.	Essential
Good literacy and numeracy skills.	Essential
Ability to build effective working relationships with students and adults.	Essential
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and student.	Essential
Skills and expertise in understanding the needs of all students.	Essential
Knowledge of how to help adapt and deliver support to meet individual needs.	Essential
The ability to remain calm in stressful situations.	Essential
Knowledge of guidance and requirements around safeguarding children.	Essential

### **Knowledge and Experience**

GCSE English and Maths (Grade 5 or above) or equivalent qualification.	Essential
NVQ or equivalent Level 3 Award in a relevant area.	Desirable
Experience working in a school environment or other educational setting.	Essential
Experience working with children / young people with Special Educational Needs (SEN).	Essential
Experience planning and delivering learning activities.	Essential
Experience and understanding of supporting young people with Autism Spectrum Condition.	Desirable

**Attitude / Approach**

Enjoyment of working with children.	Essential
Sensitivity and understanding to help build good relationships with students.	Essential
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.	Essential
Commitment to maintaining confidentiality at all times.	Essential
Commitment to safeguarding student wellbeing and equality.	Essential
Resilient, positive, forward-looking and enthusiastic about making a difference.	Essential
Capacity to inspire, motivate and challenge children and young people.	Essential