

SEN Learning Support Assistant
Grade: H2 (depending on experience)



Main purpose

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
3. Support the teacher in monitoring, assessing and recording pupil progress/activities.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
6. Understand and support independent learning and inclusion of all pupils as required.
7. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care.
8. Attend to pupils' personal needs which may include hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.

Additional Support Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training.
2. Update pupil records.
3. Assist with break-time and lunch time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.

- Provides assistance to pupils on social, welfare and health matters and provides support to the teacher on behaviour management of pupils.

Knowledge, Skills & Abilities

- Requires knowledge and procedures for supporting and leading learning activities.
- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Supervision

- Works under the direction of the teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management, or through working with pupils with disabilities or extreme behavioural issues.

Dimensions

- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment, standard ICT equipment.
- Responsible for maintaining confidential pupil records.

Physical Effort

- When working with pupils with physical disabilities or behaviour issues may require regular periods of greater physical effort such as manoeuvring pupils with severe physical disabilities or behaviour issues.
- Assembly and clearing away of equipment; keyboard skills; & mobility aids.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.
- Attending to the personal needs of pupils with special needs.