



**Job title:** Lead Learning Support Assistant

**Reports to:** SENDCo

**Salary range:** H4

**Date:** March 2024

**Purpose of the role:** To work with the SENDCo and other school staff as part of a professional team to support teaching and learning for pupils with Special Educational Needs (SEND) and Social, Emotional and Mental Health (SEMH) needs. Provide learning and emotional support including interventions, to pupils who need particular help to overcome barriers. To assist the SENDCo with the day to day operation (including admin) and delivery of an effective provision for pupils identified as having SEND, as well as working closely with the parents of children with SEND. The role will also include working with our children with SEND needs at break and lunch times, and when needed supporting children in class.

**This generic job description is not intended to be comprehensive. It will be reviewed annually but may need to be modified in the interim following negotiation.**

## Administration:

- To contribute, as directed by the SENDCo, to the application for EHCPs and the Annual Review process.
- To assist the SENDCo in coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.
- To assist the SENDCo in maintaining the SEND register and ensuring that records of all pupils with SEND are kept up to date.
- To liaise with external agencies to ensure that individual pupils' needs are met effectively and with parents about the specifics of the SEND provision for their child, under the direction of the SENDCo.
- To keep accurate and detailed records of meetings and discussions with pupils, parents and external agencies, by ensuring CPOMS records are kept up-to-date
- Make referrals to outside agencies where needed to support the child or the family.
- Keep the SENDCo calendar and online school calendar up-to-date with visitors and events, including CHEXS.

## Responsibilities and accountabilities:

- Contribute to and ensure targets from EHCPs are followed and acted upon.
- Contribute to the planning and delivery of learning activities under the direction and guidance of the class teacher and SENDCo.
- Support children during learning activities including group and individual work from specific learning programmes.
- Report to teachers on the progress during lessons and any issues arising.
- Establish and promote productive relationships with children, acting as a role model and setting high expectations.
- Promoting the inclusion of all children within the classroom and school.
- Assist with the preparation, setting out and cleaning away of learning materials.
- Observe and report on progress when required.
- Contribute to updating the children's records.
- Promote social and emotional development of children alongside other team members.
- Deal with immediate problems or emergencies in accordance with the school's policies and procedures.

- Assist with the development and implementation of Assess, Plan, Do, Reviews.
- Contribute to the overall ethos, aims and work of the school.
- Ensure the health, safety and welfare of children is maintained at all times.
- Be aware of the school's policies and procedures and how to implement them.
- Participate in appropriate school based meetings and training activities.
- Maintain confidentiality at all times and observe Data Protection Guidelines.
- Understand and comply with the school's equal opportunities and other policies.
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- To provide learning support for named pupils or groups of pupils, where and when required, on a range of subjects that may be hindering individual learning.
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENDCo.
- To assist with the process of access arrangements for SEND pupils.
- To work with the SENDCo to promote an inclusive curriculum and in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible.
- If directed, to deliver one to one and small group teaching, assessment, mentoring and support to pupils who show behaviours which are not in line with our school values.
- To deliver restoration and reflection activities for pupils whose behaviour is not in line with our school values.
- To liaise as appropriate and as directed with parents, school staff and /or external agencies.

#### **Communication:**

- To maintain accurate and detailed records of all communication with parents and external agencies, including action/follow-up taken, following the school's policy on using CPOMS.
- To maintain accurate records on pupils and provide written reports on your work and the impact your work has on pupils.
- In liaison with the SENDCo and headship team, communicate with parents where appropriate.
- To attend team and school meetings and those that are specifically in relation to the pupils that you support, such as pastoral support programmes or liaison with multi agencies.

#### **Other responsibilities and accountabilities:**

- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Carry out break time supervision including facilitating games and activities – this may be on a rota basis.
- Carry out a daily lunchtime duty supporting children.
- Carry out a wet play or lunch duty when children are unable to go outside.
- Be responsible for CPD and identifying gaps in knowledge.

Knowledge and competencies - essential	Knowledge and competencies – desirable
An understanding of SEND and various needs A sound understanding of CPOMS Basic knowledge of health, wellbeing and safety Awareness of keeping children safe Basic knowledge of First Aid Awareness of data protection and confidentiality Understanding of the schools ethos and values Communication (written and verbal) Problem solving attitude Team working Active listening Motivation Flexibility Drive Be able to confidently work across the school from years 3-6	NVQ level 2 in Maths & English (or equivalent) Competent with Arbor A good understanding of STEPS Intermediate knowledge of ICT including a solid knowledge of google classroom

***This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.***

***This role will be reviewed annually as part of the performance management and appraisal process.***

***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.***