

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT – SPECIAL NEEDS

Responsible to: SENDCO and Head Teacher **Liaises with:** Class teacher and SENDCO

Full Time - 17.5 hours per week- term time only. (Exceptional Needs Funding applies to this position)

Job Purpose

To assist in the promotion and development of inclusive learning and teaching throughout the school.
To support the school SENDCO in the teaching and learning of individual and key groups of pupils
e.g. SEND, EAL, those on the Child Protection Register and Looked After Children.
To support teaching staff with admin, including displays and reprographics.

Duties

Supporting Teaching and Learning

- Assist teachers in the delivery of lessons, providing support to individual and small groups of pupils.
- Experience of working with children with complex needs.
- Assist in the delivery of individual work programmes for specific pupils.
- Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs.
- Support the SENDCO and teachers in Identifying the most effective teaching approaches and resources for pupils with particular needs.
- Help create and maintain an effective and exciting environment of learning
- Keep the subject teachers/SENDCO informed about the progress and needs of pupils supported.
- Liaise with parents and external agencies as required.
- Work as part of a team to ensure that the well being, behaviour and personal development of pupils enhances learning opportunities and life skills.
- Understand and apply school policies.

Other Duties and Responsibilities

- Any other duties that the SENDCO, teacher or member of the Senior Leadership team may, from time to time, ask the post holder to perform.
- Provide administrative support to the class teachers and SENDCO.
- Act as cover supervisor to cover absence as required.
- Participate and accompany pupils off-site.
- Maintain confidentiality inside and outside the workplace.

PERSON SPECIFICATION

Qualifications and Training

No specific qualification is required, other than a good standard of general education.

Skills

- Able to motivate pupils to learn.
- Able to prepare resources for teaching and learning activities.
- Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries.
- Able to contribute to curriculum delivery and classroom planning.
- Good communication and interpersonal skills – able to talk effectively to children, parents and external professionals as required.
- Organised administrative skills.
- Confident in use of ICT.

Personal Attributes

- Good pastoral skills, with a calm and caring approach.
- Well organised.
- Effective team member.
- Flexible approach and an ability to respond to changes in circumstances - the ability to think on your feet!
- High level of written and oral communication skills.
- A commitment to work together with all stakeholders including the wider community.

Experience

- Evidence of being in a learning support role in a primary or secondary setting.
- Experience of working with children with complex needs or other key groups of pupils (e.g. EAL, Child Looked After, Pupil Premium or those on the Child Protection Register).
- Experience of supporting on a 1:1 basis.