**Job Title:** KS1/2 Learning Support Assistant

**Pay Grade:** H3

**Purpose of the Role**

The purpose of the role is to work with the class teacher and the SENDCO as part of a professional team to support the emotional wellbeing and learning of a pupil with SEND. Work may be carried out in the classroom or outside the main classroom.

**Responsibilities**

* Provide learning activities for pupil under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of pupil with SEND
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
* Work with pupil on therapy or care programmes, designed and supervised by a therapist/care professional
* Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher
* Select and adapt appropriate resources/methods to facilitate agreed learning activities
* Be involved in planning, organising and implementing individual development plans for pupil (such as Assess-Plan-Do-Reviews), including attendance at, and contribution to, reviews
* Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.

**Additional Support Needs Assistants in this role may also undertake some or all of the following:**

* Take the lead in inducting pupil into a specialist unit, class or school for pupils with special educational needs
* Monitor pupil’s conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues
* Supervise pupil both in learning and during playtime
* Work with pupil, following a bespoke curriculum
* Establish and maintain relationship with pupil’s family / carers and other adults, e.g. speech therapists
* Advise and assist pupil in the proper use and deployment of complex personal and learning aides and equipment
* Escort and supervise pupil on educational and out of school activities
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

**Knowledge**

* NVQ level 2 in numeracy & literacy (or equivalent)
* Intermediate knowledge of ICT
* Intermediate knowledge of Health, wellbeing and safety
* Awareness of keeping children safe
* First Aid
* Awareness of Data protection and confidentiality
* Understanding of the Schools ethos and values

**Competencies**

* Communication (written and verbal)
* Problem Solving
* Team working
* Active Listening
* Motivation
* Monitoring
* Sensitivity
* Resilience

This post is classed as having a high degree of contact with a 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 PMD 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.

**At Prae Wood, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.**