



Holtsmere End Infant and Nursery School

SEN Learning Support Assistant (LSA)

Post title	SEN Learning Support Assistant
Reporting to	Headteacher
Working time	8.30-3.30 5 days per week (Part time considered)
Core duties	<ul style="list-style-type: none"> • To develop an understanding of the specific needs of students and develop a knowledge of the wide range of learning support methods • To support the teaching staff in the care and order of the learning environment in order to ensure that it is stimulating, safe, attractive and welcoming • To establish a supportive and nurturing relationship with pupils and encourage acceptance and inclusion, developing methods of promoting/reinforcing self esteem • To provide regular feedback regarding pupils progress to teaching staff • Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom. • Contribute to the maintenance of children's progress records • Participate in the evaluation of intervention support programmes • To support the school with trips and other enrichment opportunities where possible • To ensure, along with the class teacher, that the classroom is neat and tidy • Undertake playground duty
Curriculum development	<ul style="list-style-type: none"> • To assist the SEN class teacher to offer a broad, balanced, relevant curriculum to students and help them to learn as effectively as possible, both in group situations and on their own, while supporting the requirements of the national curriculum, advice from professionals and EHCP targets • Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses; • Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher • Support the use of IT in learning activities and develop pupils' competence and independence in its use
Staff Development	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development • To work as a member of a team and contribute positively to effective working relations within the school • To engage actively in the Performance Appraisal Review process • To attend relevant in-service training and regular learning support meetings
Standards and quality assurance	<ul style="list-style-type: none"> • Support the aims and ethos of the school

	<ul style="list-style-type: none"> • Set a good example in terms of dress, punctuality and attendance as laid out in the staff handbook • Work under the direction of the teacher • Follow and uphold school policies • Participate in staff training • Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools • Contribute to the overall ethos/work/aims of the school; • Appreciate and support the roles of other professionals; • Attend and participate in relevant meetings as required; • Where appropriate develop a relationship to foster links between home and school; • Liaise, advise and consult with other members of the team supporting the children as appropriate;
Communication	<ul style="list-style-type: none"> • To follow agreed policies for communications in the school • Attend meetings as required • To be aware of in-school procedures and confidential issues and to keep confidences appropriately
Management and resources	<ul style="list-style-type: none"> • To monitor and manage stock and supplies for the classroom • To assist in the identification of resource needs and to contribute to the efficient and effective use of resources • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils
Other duties	<ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example • to continue personal, professional development • to actively engage in the school's self-review and evaluation processes • to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • to attend meetings as determined in the meetings policy and as directed by the Head teacher • to comply with the school's procedures concerning safeguarding and to ensure that training is accessed • maintain sensitivity and confidentiality at all times • to carry out any other duties as required by the Head teacher to ensure the efficient running of the school

This is not a comprehensive definition of the post. Post holders are expected to undertake any work that comes within the remit of the post's main objectives. The job description will be reviewed regularly and may be changed at any time, subject to consultation with the post holder.

December 2024