

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

## Job details

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Job title:	Learning Support Assistant – SEN
Directorate:	Princess May Primary School
Reporting to:	Headteacher/SENCO/Class teacher
Grade:	Scale 4

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## Job description

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Purpose of the post:	<ul style="list-style-type: none"><li>To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.</li></ul>
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Main duties and responsibilities:

### Support for Pupils:

- Aid the pupil to learn as effectively as possible both in group situations and on his/her own.
- Motivate and encourage pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
- Use praise, commentary and assistance to encourage the pupil to concentrate and stay on task and assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate.
- Provide additional nurture to individuals when requested by the class teacher or SENCO.
- Consistently and effectively implement agreed behaviour management strategies.
- Help To establish supportive relationships with the pupil concerned.
- Promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To mark pupils' work under the direction of the class teacher.

- To support the pupil in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning.to make appropriate.

### **Support for the SENCO and teacher:**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher/SENCO on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher/SENCO, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher/SENCO within the role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework and produce worksheets for agreed activities.

### **Support for the Curriculum:**

- Implement agreed learning activities/teaching programmes and adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an

appropriate person.

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

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General requirements:

- Take part in the school's performance management system.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Carry out the above duties in accordance with the Education Department's Equal Opportunities Policy

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. NVQ 3 Qualification or equivalent or equivalent qualification or willingness to work towards.	✓	
<b>Experience</b>		
2. Working with or caring for children of a relevant age.	✓	
3. Experience of working with pupils with additional needs.	✓	
<b>Knowledge</b>		
4. Training in the relevant strategies e.g. literacy and/or in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE.	✓	
5. Appropriate first aid training.	✓	
6. Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.	✓	
7. Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓	
8. Understanding of principles of child development and learning processes.	✓	
<b>Skills</b>		
9. Very good numeracy/literacy skills.	✓	
10. Ability to use ICT effectively to support learning.	✓	
11. Use of other equipment technology including video, photocopier.	✓	
12. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
13. Ability to relate well to children and adults.	✓	
14. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
15. Display commitment to the protection and safeguarding of children and young people.	✓	