



## The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!  
*First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By Working Together  
Sustaining Excellence  
Transforming Learning

### Polebrook CE Primary

#### Job description: 1-1 SEN Learning Support Assistant

Salary:	Scale 2, Point 3 – 4 Actual £16,398 - £16,665 dependant on experience. FTE range £24,027 - £24,404
Hours:	Hours 8.30am – 3.20pm Monday – Friday. 30 hours per week. Term time only. 38 weeks a year paid for 43.77.
Contract type:	Temporary
Reporting to:	Executive Head / Class Teacher
Start date:	Monday 5 <sup>th</sup> January 2025
Closing date:	Monday 9 <sup>th</sup> December 2024 at 12 noon
Shortlisting:	Tuesday 10 <sup>th</sup> December 2024
Interview date:	Wednesday 11 <sup>th</sup> December 2024

#### Main purpose of the post:

- To work under the guidance of a Class teacher to enable access to learning for an SEN pupil and a small group of children.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

#### Duties and Responsibilities

##### Teaching and learning – Teaching and SEN Learning Support Assistants are expected to:

- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

##### Working with others- Teaching assistants are expected to:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Support the class teacher to keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with

- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Work as part of a team and develop effective professional relationships with colleagues

### **Main Tasks:**

- Provide SEN pupil and other pupils in the class with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Temporarily supervise a whole class during the short-term absence of teachers (under supervision of a teacher in a nearby classroom).
- Establish and maintain a good relationship with pupils.
- Promote positive pupil behaviour in line with school policies by the use of praise and encouragement both in the classroom and on the playground as required.
- Undertake playground supervision during the mid-morning break.
- Help pupils with toileting and dressing, paying particular attention to hygiene.
- Supervise children's play involving toys and apparatus and role play under the direction of the teacher.
- Support the use of ICT in the classroom and to help promote e-safety at all times.
- To assist in the maintenance of a safe environment for pupils and staff.
- To assist in the presentation of display materials.
- To assist with supervision during sports activities and educational visits.
- To work with individuals/small groups in or out of the classroom.
- To take part in training activities offered by the school and the county to further knowledge
- To undertake annual training on Safeguarding and to exercise a high degree of vigilance, being consistently aware of the need to follow safeguarding policy and procedures.
- To promote inclusion and equality of opportunity regardless of gender, race, cultural background, ability, religious beliefs, sexual orientation or any additional physical, sensory or emotional needs.

### **Health and safety - Teaching assistants are expected to:**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

### **Professional development - Teaching assistants are expected to:**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct – Teaching Assistants are expected to:**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Rutland Learning Trust schools, and maintain high standards of attendance and punctuality

- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### **Other duties**

All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All Rutland Learning Trust staff will be required to:

- safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- have proper and professional regard for the ethos, policies and practices of the school in which they work;
- treat pupils, parents/pupil carers, governors, community and staff members with dignity; building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position;
- maintain the confidentiality of data and information;

### **Reviewing**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Postholder's signature:**

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**Headteacher's signature:**

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**Date:**

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