



## Job description

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| <b>Job title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    | SEND Learning Support Assistant                            |                   |                 |                   |
| <b>Service Area</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    | Gearies Primary School                                     |                   | <b>Function</b> |                   |
| <b>Team</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Practitioner (SEN) | <b>Hours</b>                                               | 32 hours per week |                 | <b>Grade</b> LBR3 |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    | Assistant Head, Inclusion / SEND Managers / Class teachers |                   |                 |                   |
| <b>Responsible for</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    | N/A                                                        |                   |                 |                   |
| <b>Purpose of job</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                                                            |                   |                 |                   |
| To support children with additional learning needs under the direction of the Assistant Head – Inclusion, SEND Managers or class teachers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                                                            |                   |                 |                   |
| <b>Main duties and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                                            |                   |                 |                   |
| <p>The nature of this work is especially sensitive and therefore the Practitioner must not discuss any children or their work with people outside of the school.</p> <p>Duties will include the following:</p> <ul style="list-style-type: none"><li>• working in collaboration with the children's class teachers</li><li>• contributing to records kept on pupil progress</li><li>• discussing how the children cope with their work with the SENCO and class teachers</li><li>• directing allocated tasks with the children</li><li>• be responsible for the welfare, well-being and discipline of the children in the school</li><li>• to have a consistent, positive approach to all aspects of school life</li><li>• safeguard children's health and safety</li><li>• follow all procedures in the Health and Safety document of the school</li><li>• discuss with the Child Protection co-ordinator suspected abuse or signs of non-accidental injury</li><li>• cater for the personal needs of SEN children (including personal care and toileting)</li><li>• support children during the lunch period and contribute to the work of the support staff on duty at that time of day</li></ul> <p>The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Co-Headteachers may require.</p> |                    |                                                            |                   |                 |                   |

## Person specification



|                                                                                                                                                                  |                                           |              |                   |              |                  |
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| <b>Job Title</b>                                                                                                                                                 | Practitioner (Learning Support Assistant) |              |                   |              |                  |
| <b>Service Area</b>                                                                                                                                              | Gearies Primary School                    |              | <b>Function</b>   |              |                  |
| <b>Team</b>                                                                                                                                                      | Practitioner (SEN)                        | <b>Hours</b> | 32 hours per week | <b>Grade</b> | LBR3             |
| <i>Weighting: Essential, Desirable</i>                                                                                                                           |                                           |              |                   |              |                  |
| <b>Selection Criteria</b>                                                                                                                                        |                                           |              |                   |              | <b>Weighting</b> |
| <b>Education and Qualifications:</b>                                                                                                                             |                                           |              |                   |              |                  |
| Level 2 qualification in a relevant field                                                                                                                        |                                           |              |                   |              | Essential        |
| English Language and Maths GCSE at grade C or higher (or equivalent)                                                                                             |                                           |              |                   |              | Desirable        |
| <b>Experience/Knowledge/Skills/Competencies:</b>                                                                                                                 |                                           |              |                   |              |                  |
| The successful candidate will:-                                                                                                                                  |                                           |              |                   |              |                  |
| <ul style="list-style-type: none"> <li>enjoy working with children</li> </ul>                                                                                    |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>have experience of supporting children with special needs including managing personal care and toileting needs</li> </ul> |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to communicate clearly verbally and in writing</li> </ul>                                                         |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to work collaboratively with others as a part of a team</li> </ul>                                                |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to take initiative with workloads</li> </ul>                                                                      |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>be able to follow instructions accurately</li> </ul>                                                                      |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>have an understanding of the needs of our culturally diverse community</li> </ul>                                         |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>be willing to learn and develop own skills and knowledge</li> </ul>                                                       |                                           |              |                   |              | Essential        |
| <ul style="list-style-type: none"> <li>have a good understanding of classroom ICT</li> </ul>                                                                     |                                           |              |                   |              | Essential        |