

SAINT BENEDICT CATHOLIC VOLUNTARY ACADEMY
SEN AND INCLUSION DEPARTMENT
NURTURE AND POSITIVE SUPPORT CO-ORDINATOR/LEARNING
SUPPORT ASSISTANT LEVEL 2
JOB DESCRIPTION

Job Purpose

- Provide information and support to the Headteacher, SENCO and/or Assistant SENCO and staff across a range of student centred activities which promote development and learning
- Support Nurture group and Positive interventions across the school.
- Work with individual students having social and emotional needs or particular need in accordance with the child's EHCP where appropriate and/or groups of children as directed by teacher, Senior Learning Support Assistant, SENCO and/or Assistant SENCO

Supervision Received

Appointed within the school as part of the Learning Support Team

- To work within the general directions of the Headteacher
- To work under the leadership and supervision of the Senior Learning Support Assistant and SENCO or Assistant SENCO

Supervision Exercised

- Some supervisory responsibility for tasks or people, not likely to be direct line management but may include giving advice and guidance, mentoring and induction or similar level of responsibility

DUTIES

Support for the School

- **As Level 2 Learning Support Assistants will have a substantial role in the Nurture Groups and Positive Support work**
- Act in accordance with school policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of students
- Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy
- Monitor and contribute to the assessment and recording of student's development and be involved in the sharing of this information

- Appropriate record keeping and report writing as directed by the SENCO or Assistant SENCO
- Attend reviews during normal working hours and other meetings with parents/carers as required
- Participate in and contribute to staff meetings, departmental meetings and INSET
- Maintain and develop good working relationships with parents/carers and other adults involved with each child, including liaison and collaboration with subject teachers and other colleagues
- Give general support to school activities
- Promote the Catholic ethos of the school

Support for the Teacher

- Prepare support materials, modify and simplify work (this is to be done under teacher supervision)
- Contribute to the preparation of classrooms
- Display work and information for students and adults
- Exercise general care and supervision of students during the school day, inside and outside
- Contribute to the development and delivery of Individual Education Plans
- Assist with resolving behavioural and emotional problems of children
- Sharing records with parents/carers, and professionals where appropriate
- Monitor and report on identified pupils in and out of the classroom
- Participate in the planning of learning programmes for individuals and groups of children

Support for the Child

- Supporting students in lessons particularly in one main curriculum area and in nurture groups and in positive support work
- Be the key worker for specified students
- Meet and greet pupils in the morning and relay information to appropriate members of staff
- Promote development and learning, physical, emotional, educational and social
- Provide a secure, caring and enriching environment for the students
- Support students including those with EHCPs
- Encourage acceptance and inclusion of all students
- Have familiarity with all relevant statements of special educational needs
- Help to promote student's self-esteem (see Nurture Responsibilities)
- Explaining set work to students
- Supervising students in social situations where required
- Acting as Reader/Amanuensis/Prompter as required for Exam Concessions

Nurture Group and Positive Support Responsibilities

- Observation and identification of pupils for Nurture Group and Positive Support
- Identify the needs of the individuals within the group
- Create a welcoming environment for the group
- Organise Nurture and Positive Support groupings and session timetabling in consultation with the SENCO and/or Assistant SENCO
- Attend and contribute to meetings regarding Nurture Group and Positive Support
- Work under direction of SENCO and/or Assistant SENCO
- Liaise with parents/carers and staff
- Supervise Nurture lunch and other activities

Additional Responsibilities

- Act as a mentor to new colleagues
- Support pupils on work experience
- Assist with extra-curricular activities
- Assist pupils on revision courses
- Photocopying materials for Learning Support withdrawal groups
- Attendance at parent's evening (including the necessary preparation work)
- Act as a mentor for Learning Support Assistants on the team
- Assist in the induction of new team members
- Assist Senior LSA in drawing up LSA timetables with particular responsibility for necessary amendments re staff/student absences, or emergency cover
- Supporting pupils at Off Site/Out of School Activities as required

Other duties as requested by the Headteacher, SENCO, Assistant SENCO, or Curriculum Director.

I have read this job description and I will undertake the duties outlined, in line with Saint Benedict Catholic Voluntary Academy's policies and procedures.

Signed.....
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Date