



## **JOB DESCRIPTION**

### **Learning Support Assistant for Pupils with Social, Emotional and Mental Health (LSA - SEMH)**

#### **Location**

Porters Grange Primary School & Nursery, Lancaster Gardens, Southend on Sea, Essex, SS1 2NS

#### **Salary**

Level 5, Points 7 to 12

#### **Hours**

35 hours per week, Monday to Friday, 8:15am to 3:40pm (with 25 mins unpaid lunch break).

Term time only, 38 weeks per year.

#### **Purpose of Job**

To work under the instruction/guidance of teaching/senior staff to undertake programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

The ideal candidate will have experience of working with very challenging pupils and the ability to defuse and de-escalate their behaviour, whilst pushing them to reach their learning potential. You will be resilient, be able to remain calm under high pressure and demonstrate your initiative.

#### **Specific Duties**

##### **Support for Pupils with SEMH**

1. Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with pupils and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Support pupils in interacting with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
8. Assist with the planning and delivery of interventions.

##### **Support for Teachers**

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
10. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
11. Assist with the planning of learning activities.
12. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
13. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

14. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15. Establish constructive relationships with parents/carers.
16. Administer routine tests, invigilate assessments and undertake occasional marking of pupils' work.
17. Provide clerical/admin support, eg photocopying, typing, filing, administering homework etc.

### **Support for the Curriculum**

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
19. Undertake programmes linked to the school curriculum and assessment practices and feed back to the teacher.
20. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
21. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School**

22. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals
25. Attend and participate in relevant meetings as required.
26. Participate in training and other learning activities and performance development as required.
27. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime when required.
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.