

**Job Title:** Learning Support Assistant SEN

**Grade:** 5

**Responsible To:** Headteacher

**Key Relationships/  
Liaison with:** Parents, pupils, all colleagues, headteacher, deputy headteacher.

**Job Purpose:** To work alongside the class teacher to support an individual child engage in a variety of curriculum activities.

## MAIN DUTIES AND RESPONSIBILITIES:

- 1 To record pupils progress as necessary, following school guidelines
- 2 To give effective feedback to class teacher on pupil's work.
- 3 To work in partnership with the class teachers to provide a stimulating and rewarding environment that values and displays children's work – within the classroom and other areas of the school.
- 4 To work in partnership with the class teachers on parental liaison i.e. SEN reviews
- 5 To work with groups of children, delivering agreed activities and reporting back on progress.
- 6 To be involved in staff inset days relating to the improvement of teaching and learning and whole school development.
- 7 To work in partnership with teaching staff to ensure that all pupils work within a safe, structured and secure learning environment.
- 8 To foster the continuity, progression and ethos necessary for whole school identity throughout Robert Bakewell
- 9 To follow the school's safeguarding policy and guidelines at all times.
- 10 To maintain confidentiality of information
- 11 In partnership with all staff, actively support children in caring for each other, their work, their classroom and their school. The partnership is important in order for the pupils to recognise and respect the contribution all adults, within our school, make to their learning environment.

Postholder has good understanding of procedures related to job and how they fit into function of classroom and the rest of the school. Needs to organise and prioritise work to meet deadlines that may be at least weekly or monthly.

#### **Qualifications/Experience**

NVQ 2 or equivalent, or equivalent level of experience.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

**Person Specification**  
**Learning Support Assistant SEN**

**School/College:** Robert Bakewell Primary School

**Job Title:** Learning Support Assistant SEN

**Grade:** 5

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
NVQ 2 in Supporting Teaching and Learning or equivalent	✓		App/Doc
OR			
Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post			
GSCE Maths and English	✓		App/Doc
<b><u>Experience</u></b>			
Experience of supporting teaching and learning in a formal setting.	✓		App/Ref/Int
<b><u>Knowledge</u></b>			
Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post. Knowledge of safeguarding.	✓		App/Int/Ref
<b><u>Skills/Attributes</u></b>			
Ability and willingness to undertake professional development	✓		App/Int
Good interpersonal skills	✓		Int/Ref
Empathy with children and young people	✓		Int/Ref
Ability to work effectively as part of a team	✓		Int/Ref

	Essential	Desirable	How assessed
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**