

Learning Support Assistant (SEND) - 2 roles

Job Title: Learning Support Assistant for pupil with Special Educational Needs

Responsible to: Headteacher

Line Manager: SENCo/Class teacher

Hours: Up 15/30 hours per week (term time only) **Payscale:** Hay 4 (Spine Point 4-9)

Purpose of Job: To assist and support pupils with special educational and general learning needs.

Liaison with: SENCO, Head Teacher, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise.

Responsibilities of the post:

The Learning Support Assistant's (LSA) main role is to provide support for pupils with special educational needs. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Education Healthcare Plan in liaison with the class teachers and the SENCo.

Supporting pupils

- To provide learning support for pupils in class or in 1:1 situations.
- To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Undertake personal care including support around hygiene needs.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

Supporting the SENCO

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning ,behaviour and communication skills.
- To provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo or Head Teacher,

- The post holder will contribute to the school's objectives by:
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by The Charter Schools Educational Trust.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equality Policy.