

Job Title: Learning Support Assistant – SEN

Grade: 5, pt 7-8 £20,444 - £20,852 pro rata, plus Crawley allowance

Accountable to: Director of Inclusion

Hours: 27½ - 29 hours per week – term time only

Purpose

To work with teachers as part of a professional team to support teaching and learning for SEN pupils within a classroom environment. Provide specialist assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple difficulties and /or behavioural, social, communication, sensory or physical disabilities.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEN
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher/SENco
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Be involved in planning, organising and implementing individual development plans for pupils including attendance at and contributing to reviews
- Supervise individuals and groups of pupils throughout the day including supervision in the classroom and homework club
- Advise and assist students in the proper use and deployment of complex personal and learning aides and equipment
- Work with pupils following alternative provision timetables or approved off site activities/educational visits
- Undertake project related activities with identified students such as literacy assessment/support
- Provide support in the Learning Zone or Alternative Provision room when requested
- Act as invigilator/scribe for pupils with SEN
- Undertake appropriate administrative activities as required
- Undertaking other duties commensurate with the grade of the post as may be reasonably required

Role: Learning Support Assistant

Person Specification

Level of Knowledge

- Knowledge of behaviour training techniques
- Knowledge of developing and delivering learning activities for pupils with additional special needs
- Knowledge underpins Level 3 National Qualifications
- Evidence of a good standard of numeracy, literacy and ICT skills

Qualifications

- Working at or towards national occupational standards at level 3
- NVQ level 3 or equivalent in subject relevant to post
- Specialist training in behaviour management techniques (not essential)

Experience

- Experience of planning and developing learning activities that respond to the needs of individual students
- Experience of working with individuals or small groups of pupils with SEN
- Experience of using bespoke computerised student data recording software

Skills

- Ability to contribute to and take responsibility for providing learning activities for students
- Good communication and interpersonal skills to work with faculty teams, managers, teachers, parents, and students that supports learning and development and encourages acceptable behaviour
- Ability to deal with emotionally demanding behaviours and situations, assisting with behaviour management

Competencies

- Evidence of personal and professional development through work related experience.