



Charlton Park Academy

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Principal: Mark Dale-Emberton www.charltonparkacademy.com Follow us [@CharltonsSch](https://twitter.com/CharltonsSch)

SEN LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Job Purpose:

To work under the guidance and instruction of the Class Teacher. To undertake bespoke work programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Specific Duties

- Support children's learning through play.
- Help plan, adapt, and organize learning activities for children according to their needs under the direction of the class teacher.
- Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of the class teacher.
- Support the teacher in monitoring, assessing, and recording pupil progress/activities and setting children's individual targets.
- Provide regular feedback.
- Assist in the management and administration of medication and medical intervention.
- Support the teacher in managing disruptive and challenging behaviour in line with Charlton Park Academy's Behaviour Management Policy and promote positive behaviour around the school.
- Support pupils' social and emotional well-being, recognizing signs of distress in children and offering reassurance, and reporting problems to the teacher as appropriate.
- Promote the pupils' inclusion within the school, their independence skills in communication, learning and social skills.
- Carry out administrative duties, such as preparing and clearing up learning space and resources, including photocopying, filing, display making and presentation of pupil's work, and contribute to maintaining a safe environment.
- Assist pupils with eating, dressing, and hygiene, as required, whilst encouraging independence.
- Attend to pupils' personal care needs to ensure their wellbeing, safeguarding and health and safety.
- Assist with break-time supervision including facilitating games and activities.
- Provide support outside of your normal classroom responsibilities, such as covering LSA absences or escorting pupils on educational visits.
- Participate in training, other learning activities and performance development programs as required.
- Attend all staff meetings and coaching and/or supervision sessions.

General duties and responsibilities:

- To help promote positive behaviour, ethos, and values.
- To be committed to the safeguarding and welfare of all children.
- To show commitment to Equal Opportunities to all children and adults at Charlton Park Academy.



- To work with colleagues in ensuring efficient and responsible use of resources and equipment.
- To accept joint responsibility with others, who work at Charlton Park Academy, for the general appearances of the building's interior appearance, including general tidiness and displays.
- To maintain good housekeeping of the classroom and adjoining area by the preparation, removal, and cleaning after practical educational activities.
- To respond to children's health, safety, and welfare needs (informing another member of staff when appropriate) and to carry out some 'janitorial' duties on a regular basis and respond appropriately, if any special need arises.
- To understand and follow all policies.
- To work together collaboratively and professionally, being diplomatic and tactful.
- To be a good role model in speaking and listening, using correct grammar.
- To report any concerns directly to the class teacher, or other members of the Senior Leadership Team.

Charlton Park Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

This job description may be amended at any time, to reflect or anticipate changes in the job. This job description will be reviewed annually or when necessary.

You may be asked to work between different school sites.

Declaration

As a Teaching Assistant, I will be committed to the rights of pupils and promote their wellbeing and safeguarding at all times, making this my priority. It will be my duty to adhere to all safeguarding policies and share relevant information.

As part of the risk by association legislation I will inform my line manager immediately if anyone in my household has been cautioned or convicted of a sexual assault or violent offence; my own children are subjected to a court order; or if I have been disqualified from private fostering.

Signed: _____ Date: _____