



SEMH Provision Learning Assistant Job Description **The Harbour at** **Spring Meadow Primary School and 'School House' Nursery**

Job Title	SEMH Provision Learning Assistant
Grade	Scale 3 (points 4 and 5)
Reports to	Head of Provision (Inclusion Leader)
Liaison with	Headteacher, class teachers, parents and pupils
Job Purpose	<p>To work in partnership with the Head of Provision and Provision Leader to:</p> <ul style="list-style-type: none"> • Support learning in line with the national curriculum, codes of practice and school policies and procedures • Support children's social and emotional development • To develop the personalised toolkit for each individual child to aid their successful transition onto the next stage of their educational journey
Duties	<p>Support for Pupils</p> <ul style="list-style-type: none"> • Develop appropriate positive and supportive relationships with all pupils • Be aware of the differing needs of each pupil • Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist pupils in their use • To assist with escorting pupils on educational visits • Have high expectations which stretch, motivate and challenge pupils and promote self-esteem and independence • Provide feedback to pupils in relation to progress and achievement under the guidance of the Provision Leader • Have a deep understanding of Trauma Perceptive Practice and implement this in your daily work with pupils • Provide outreach support in pupils' own schools to aid transition <p>Support for the School</p> <ul style="list-style-type: none"> • In liaison with the Provision Leader, use strategies to support pupils to achieve learning goals, adapting resources as and when necessary • Assist with the planning of learning activities • Be involved in planning, organising and implementing Education Health Care Plans, including attendance at and contribution to, reviews • Liaise with staff and other relevant professionals and provide information about pupils as appropriate. • Monitor pupils' responses to learning activities and accurately record achievement / progress as directed,



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	<p>paying particular attention to those directly relating to their Personalised Learning Plan / EHCP targets</p> <ul style="list-style-type: none"> ● Establish supportive and constructive relationships with parents / carers and the child's referring school ● Provide outreach support in pupils' own schools to build capacity to support SEMH in all schools <p>Support for the Curriculum</p> <ul style="list-style-type: none"> ● Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil needs ● Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required. ● Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the Provision Leader. ● Prepare learning resources in line with the daily planning
General	<ul style="list-style-type: none"> ● To understand and apply school policies in relation to health, safety and welfare ● To model the values and ethos of The Harbour at all times. ● Attend relevant training and take responsibility for own development ● Attend relevant school meetings as required ● To respect confidentiality at all times ● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager ● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace ● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Head of Provision to carry out appropriate duties within the context of the job, skills and grade.</p>