



**All Saints Carshalton Church of England Primary School**

**Rotherfield Road, Carshalton SM5 3DW**

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**Job Description**

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| --- | --- |
| **JOB TITLE:** | SEN Learning Support Assistant |
| **GRADE:** | NJC 1a/3 Points 2-6 |
| **RESPONSIBLE TO:** | SENCO |
| **HOURS OF WORK:** | 15 hours per week x 5 days |
| **MAIN PURPOSE OF THE JOB:** | To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupil with Special Educational Needs and provide general support to the teacher in the management of pupils and the classroom. |

**KEY TASKS**

**Specific Duties**

**Support for Pupil**

1. Attend to the pupil’s personal needs, and implement related personal programmes, including social, health, physical, hygiene, basic first aid and welfare matters as appropriate.

2. Supervise and support pupil ensuring their safety and access to learning.

3. Establish good relationships with pupil, acting as a role model and being aware of and responding appropriately to individual needs.

4. Promote the inclusion and acceptance of all pupils.

5. Encourage pupil to interact with others and engage in activities led by the teacher.

6. Encourage pupil to act independently as appropriate.

7. Adapt learning as necessary under guidance of the teacher.

**Support for Teacher**

8. Prepare classroom activities as directed for lessons and clear away afterwards

9. Assist with the display of pupils’ learning.

9. Be aware of pupil’s progress/achievement/difficulty and report to the teacher as agreed.

10. Undertake pupil record keeping as requested.

10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.

11. Gather/report information from/to parents/carers or appropriate professionals as directed.

12. Provide clerical/admin support, e.g. photocopying, typing, filing etc.

13. To work with other support staff and outside agencies as appropriate.

**Support for the Curriculum**

14. Support pupil to understand instructions, using any specific experience to support their specific needs.

15. Support pupil to access the curriculum as directed by the teacher.

16. Support the use of ICT in learning activities and develop pupil’s confidence and independence in its use.

17. Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.

**Support for the School**

18. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

19. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

20. Contribute to the overall ethos/work/aims of the school.

21. Appreciate and support the role of other professionals.

22. Attend relevant meetings as required and contribute to the development, organisation of procedures and policies.

23. Participate in training and other learning activities and performance development as required.

24. Assist with the supervision of pupils out of lessons, including before and after school and at lunchtimes as required.

25. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

This job description sets out the duties of the post at the time when it was drawn up. Such duties 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 of themselves justify a reconsideration of the grading of the post.

*All Saints Carshalton is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.*

**Person Specification**

**Post Title:** **SEN Learning Support Assistant**

**Grade: NJC1c/3 Points 2-6**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form**. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

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| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | Abilities, Skills, Knowledge   * Good communication both verbally and written * Participate in development and training opportunities as required or appropriate to the child’s needs. * Ability to use basic technology – computer, iPad, Chrome Book, photocopier. * Ability to relate well to children and adults. * Ability to work constructively as part of a team, understand classroom roles and responsibilities and your own position within these. * Be able to use initiative, demonstrate patience and flexibility. * Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities. |  | * Application/ Interview/Task * Application/ Interview * Application/ Interview * Application/ Interview/ Task * Application/ Interview/ Task * Interview/ Task * Application/ Interview |
| **Education &**  **Qualifications** | * Minimum GCSE Grade C in English & Maths * Minimum Level 3 Teaching Assistant qualification | * Training relating to children who have special educational needs | * Application * Application |
| **Knowledge** | * Understanding of working with SEN Children in Education * Ability to undertake basic clerical duties, e.g. photocopying, filing and simple record keeping. |  | * Application/   Interview/Task   * Application |
| **Experience** | * Experience of working with or caring for children of relevant age. | * Previous experience of working in a primary school | * Application/ Interview |
| **Personal Attributes** | * Willingness to participate in training and developmental opportunities offered by the school * Understanding of the need to maintain confidentiality on all school matters |  | * Application/ Interview * Application/ Interview |

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