



Midsomer Norton
Schools Partnership



Home School:
Bucklers Mead Academy

Job Description – SEN Learning Support Assistant

Grade: B&NES Grade 3 Point 5 - 7

Responsible to: Assistant Head - SENDCo

JOB PURPOSE

In conjunction with the SENDCo, to organise, monitor and support the implementation of personalised learning provision for identified students on the SEND register requiring support to access education.

MAIN RESPONSIBILITIES AND DUTIES:

Under the guidance of the SENDCo you will be required to:

- Promote positive behaviour through emotional coaching and restorative practice.
- Develop one to one and small group mentoring arrangements as required with students with SEMH needs.
- Encourage students to reflect on their behaviour and to accept responsibility for their actions.
- Support students in class to access the curriculum.
- Support students in social and emotional wellbeing.
- In conjunction with teachers and specialist Teaching Assistants, develop resources to support individual students.
- Support the SENDCo to implement the SEND policy by supporting staff and students to embed strategies to improve provision for SEND students.
- Observe students in lessons to provide evidence of need and consider appropriate intervention programmes, under the direction of the SENDCo.
- Support the smooth running of the Learning Support Base, by supervising students during timetabled lessons or as directed by the SENDCo.
- Support the learning of identified students before, during and/or after school through the provision of agreed additional study/skills opportunities.
- Use data and ICT extensively to ensure appropriate students are identified for support and that this group's progress is monitored and reported appropriately.
- Support the personalised learning agenda through the development of other relevant materials.
- Support the work to personalise learning for students through attendance at relevant subject meetings across the academy.
- Under the direction of the SENDCo and Exams Officer, support students with special needs through the examination process as required.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Good oral and written communication skills, organisational skills and commitment to student achievement are essential
- Personal presence and professionalism and a willingness to learn
- Educated to GCSE level or equivalent
- Previous experience of working with and support SEND students in an educational role (previous school experience would be beneficial)
- Academic qualifications to A level or equivalent, ICT proficiency and data handling

- skills would be advantageous
- The ability to work flexibly within the hours of the post, within a wide range of subject areas, learning needs, year groups and the ability to work as part of a team are essential.

PHYSICAL EFFORT AND WORKING ENVIRONMENT:

SEND Teaching Assistants will work within the academy environment, although participation in offsite trips and visits should be anticipated. There may occasionally be some physical risk in dealing with an individual student's aggressive behaviour. High levels of physical and emotional energy will be demanded routinely.

General

- The post holder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
- The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or the Designated Safeguarding Lead (DSL).
- The post holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to and that all duties are carried out with due regard to the academy's Health & Safety policy.
- Duties which include the processing of any personal data must be undertaken within GDPR guidelines.
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder will be required to undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job/as deemed necessary by the Line Manager, Senior Leadership Team or Headteacher. This will include inclusion in the staff duty rota, covering lunch and/or break times at allocated times.

Buckler's Mead Academy and Midsomer Norton Partnership Schools' Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement

Agreed that this job description is a fair and accurate statement of the requirements of the post:

Post Holder Line Manager

Name: Name:

Signature: Signature:

Date: Date: