



# LEE CHAPEL MULTI-ACADEMY TRUST

## Greensted Primary School & Nursery

### JOB DESCRIPTION

- Title of Post:** SEN Learning Support Assistant
- Hours of Work:** 8:30-3:00, Mon-Fri, 30hrs per week, term time only, 43.5wks paid per year
- Salary Scale:** Dependant on experience
- Responsible to:** Class/Set Teacher  
Head of School/SENCo
- Purpose of Job:** To work in partnership with class and set teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures

#### Areas of Responsibility:

- Responsible for supporting identified pupils and groups of pupils.

#### Particular Duties

- To work alongside children and teachers to promote individual children's and groups of pupils learning and well-being
- To take responsibility for ensuring there is a clear understanding of the School Improvement Plan and how this impacts on one individually and as a member of a corporate team
- To meet and liaise as and when required with the class/set teachers on curriculum planning, assessment and classroom organisation.
- To take part in staff training and staff meetings as and when requested as part of professional and school development
- To work as key part of a team and take responsibility for the progress of individual children and groups of pupils
- To carry out playground duty/ies as part of the rota and as directed by the Head of School and report any concerns to both the class teacher and the Head of School.
- To respect confidentiality at all times

To carry out any other duties reasonably requested by the Head of School, the Deputy Head of School or Class Teachers for example:

- ✓ To attend/support Year group shows and Christmas Parties
- ✓ To attend/support Annual Summer Fete and Christmas Bazaar
- ✓ To liaise with colleagues to ensure appropriate level of support for additional activities (school discos, open evenings and celebration evenings).
- ✓ To volunteer to support after school clubs
- ✓ Supporting with the preparation of the school or attendance at whole staff training / Non-pupil INSET days

## Duties and responsibilities

### Within Class to:

- Work with individuals or small groups of children under the direction of teaching staff (detailed planning to be provided by the Teacher)
- Establish positive relationships with pupils and parents
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate in normal lesson times and during class teachers' PPA time
- Support pupils with activities, in particular those which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills, with regard to special educational needs, gifted and talented pupils, looked after children and children with English as an additional language
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Participate in evaluation of learning activities, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required (dependent on the year group) Provide feedback to pupils in relation to effort, progress and attainment under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Assist with the development and implementation of Individual Education Plans (IEPs)
- To attend Annual Review Meetings as and when required
- Liaise with other staff and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work
- Keep class areas well-organised and tidy

### Within School to:

- Contribute to and support the overall ethos/work/aims of the school
- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of School
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above, as requested including IEP meetings
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Supervise pupils for limited and specified periods including snack times and break-times when the post holder should facilitate games/activities
- Assist with escorting pupils on educational visits
- Take responsibility for own professional development by attending relevant training opportunities provided by the school
- Attend relevant school meetings as requested by the Head of School
- Take shared responsibility with teaching staff for keeping stock cupboards, staffroom and other school areas well organised and tidy
- Inform Miss Fox in the school office, of any stock that needs replacing or damages that need repairing

### Welfare Duties to:

- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid
- Understand and apply school policies (available on school's website) in relation to health, safety and pupils' well-being
- Ensure that accurate Child Protection 'Concerns' are logged onto C-POMS appertaining to any important issues involving children, within 1 day of the issue occurring
- Assist with first aid during playtime duty and at other times

The details of these activities to be agreed with the Head of School to ensure that they fit reasonably with hours worked.

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*

*This job description does not form part of the contract of employment. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out additional appropriate duties within the context of the job, skills and grade.*