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| **SEN Learning Support Assistant**  **Montem Academy** | |
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| **Job Description** | |
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| **Reporting to** | Class Teacher and Director of Inclusion/SENDco |
| **Grade** | 3 |
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| **Job Purpose** | |
| The successful applicant will carry out the responsibilities of a level 2 teaching assistant as applied to the specified child. If the child is absent they will work as a general level 2 teaching assistant.  LEVEL 2 working under guidance deliver learning. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**  **Contribute to the management of pupil behaviour**   * Promote school policies on pupil behaviour * Support implementation of strategies to manage behaviour * Contribute to the management of pupil behaviour * Employ strategies for behaviour management and report any problems to the teacher * Report any progress towards targets for children with Behaviour Support Plans * Provide level of attention appropriate to pupil’s needs, modifying approach to ensure that desired outcomes are achieved * Deal with any disruption and report to the teacher any difficulties that you are unable to overcome   **Establish and maintain relationships with individuals and groups**   * Establish relationships with individuals * Establish relationships with groups   **Support pupils during learning activities**   * Provide support for learning activities * Obtaining equipment * Providing help with learning tasks * Feeding back to the teacher on progress made * Promote independent learning * Encouraging students to take responsibility for their own learning and promoting development of self-esteem   **Review and develop own professional practice**   * Take part in regular review of practice and take advantage of development opportunities * Setting personal targets and attending relevant courses/in-service training   **Assist in preparing learning environment**   * Prepare resources and materials * Assist in setting out learning materials and set out materials for use appropriate to the planned activities * Confirm type and quantity of materials with teacher   **Contribute to maintaining pupil records**   * Confirm role and responsibility for helping to maintain record with teacher * Confirm understanding of purpose and nature of relevant pupil records with teacher * Update relevant records at agree time intervals * Ensure that contributions are accurate, complete and up to date   **Observe and report on pupil performance**   * Knowledge of observation techniques and understanding types of reporting, including verbal and written * Carrying out observations after consultation with the teacher about purpose * Record findings in agreed format   **Contribute to planning of learning activities**   * Understand the most effective way in which to support learning for a given task * Understand the needs of pupil/s with whom working * Discuss expected learning outcomes with teacher and agree upon success criteria * Provide feedback for teacher on outcomes of learning activity   **Promote social and emotional development of pupils**   * Support pupils in developing appropriate relationships * Help to develop self-esteem of pupils * Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies * Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise   **Support maintenance of pupil safety**   * Demonstrate awareness of symptoms associated with minor health problems * Have full knowledge of Health and Safety policy * Respond to minor health problems, for example with regard to asthma, allergies etc. * Report any illness to teacher or other member of staff responsible for dealing with pupil health   **Contribute to health and wellbeing of pupils**   * Awareness of strategies for assisting pupils to settle into new settings * Help pupils to adjust into new settings * Recognise signs of distress and offer reassurance * Support pupils with self-care needs * Support pupils with development of physical skills     **Support use of ICT in the classroom**   * Knowledge of the sorts of equipment available in school and where to find them * Procedure for reporting technical faults * Procedure for allocating ICT equipment for classroom use * Prepare equipment for use * Support classroom use of equipment   **Provide support for multilingual/bilingual pupils**   * Knowledge of the school’s policy for supporting multilingual/bilingual pupils * Explain purpose of activities to children * Agree with teacher strategies for supporting pupil * Knowledge of school’s policies for inclusion, equal opportunities, multiculturalism and anti-racism * Help pupils to access curriculum and support development of target language * Utilise cross curricular opportunities to develop target language skills * Deal with the challenges of the language demands of learning activities in ways that maintain pupil confidence and self-esteem   **Help pupils to develop literacy and numeracy skills**   * Knowledge of school’s policies for literacy and Numeracy * Working with individuals and groups on number or literacy tasks   **Provide literacy/numeracy support to allow access to curriculum**   * Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties * Supporting access to the curriculum through provision of support for literacy/numeracy difficulties   **Liaison with other team members and parents in a professional manner**   * Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school’s policy for confidentiality * Interacting appropriately and professionally with teachers and other colleagues and parents/carers * Contributing effectively to planning of joint actions within the team * Refer matters beyond competence and role to other professionals in school * Care for children in ways that have regard for their home values and practices, complying with parents’ wishes * Reassure parents who express concerns about their children * Ensure that parents’ requests to see a teacher are dealt with promptly * Pass on concerns about pupils to relevant people in the school   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | • A good level of English and Maths   1. Proven successful experience of working with children in an educational setting 2. Experience of working with autistic children 3. Have an understanding of the importance of lesson planning, IEPs and learning 4. objectives to contribute to learning | • A Childcare qualification would be desirable |
| **Skills & Knowledge** | * Ability to work as part of a team * Able to communicate effectively with a range of people * Excellent listening skills * Well organised and practical * Ability to diffuse conflict * Adaptable and flexible * Calm under pressure * Able to form and maintain a range of Teaching and Learning strategies * Able to form and maintain appropriate professional relationships and boundaries with children and parents * Able to organise and deliver classroom activities * Able to implement a range of Teaching and Learning strategies * Able to deal with sensitive information in a confidential manner * Knowledge and understanding of the importance of the school’s Health and Safety policy * Understanding of and commitment to work within the scope of the school’s equal opportunities policy |  |
| **Personal Qualities** | * Have a caring and positive nature * Prompt and reliable * Prepared to undergo training appropriate to the post * Work in line with the school’s behaviour policy * Work within the guidelines of the Safeguarding Children and Young People’s policy * Willingness to attend and participate in meetings to review pupil progress * Ability to monitor and evaluate pupil performance |  |