



Rosendale Primary School and Children's Centre
Rosendale Road, West Dulwich, London SE21 8LR Tel 020 8670 4962
Email info@rosendale.cc

JOB DESCRIPTION

SEN LEARNING SUPPORT ASSISTANT - Fee Funded Role
Fixed Term until 31 August 2025 - possibility of an extension
3 hours per day (9am - 12pm), 5 days per week
Actual Salary £10,808 - £10,972 based on NJC scale 3

ACCOUNTABILITY

Reports to and is responsible to the SENDCo
Receives instruction from the Class Teacher

MAIN PURPOSE OF THE POST

To provide tailored 1:1 or group support for a pupil with additional needs, enabling them to reach their full potential in a nurturing and inclusive environment. The LSA will support the pupil in both academic and social settings, promoting their intellectual, physical, and social development throughout the school day.

SUPPORTING THE PUPIL

The duties of a Learning Support Assistant include the following:-

- Motivating the pupils to achieve their potential.
- Supporting and encouraging pupils in their schoolwork.
- Encouraging children to communicate their needs.
- Helping children to understand instructions.
- Ensuring pupils feel comfortable and confident in their own abilities.
- Listening to children read, reading to them, and telling them stories.
- Looking after vulnerable children who require a dedicated person to manage their physical needs, including their hygiene.
- Helping children who need extra support to complete tasks.
- Supporting children during social activities, outings, and sports events.
- Helping children prepare for activities, such as Physical Education (PE).
- Helping children during therapy sessions if required.
- Supervising group activities.
- Supporting teachers in managing class behaviour.

Headteacher Kate Atkins **Chair of Governors** Shola Salako
Deputy Headteachers Jane Boothroyd Esther Gee **SENDCo** Ian Herlihy



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- Following a child's Educational Health Care Plan (EHCP).
- Plan activities to meet the pupils needs as outlined in the EHCP
- Supervising pupils in the playground if required.
- Clearing away materials and equipment after lessons.
- Taking part in training when required.

SUPPORTING THE TEACHER

- To assist the Class Teacher in planning, preparing and adapting resources to use at lessons with the pupil and monitor impact.
- To see that the pupil pays attention to the teacher and listens to instructions.
- To clarify and explain instructions where necessary.
- To work alongside the pupil in a small group engaged in a practical activity to help develop social skills or spoken language.
- To ensure the pupil is able to use materials and equipment provided.
- To work in partnership with the class teacher, SENCO and other professionals to record the pupil's progress.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupil to the class teacher and SENCO.
- To contribute to the maintenance of the pupil's progress records.

SUPPORTING THE SCHOOL

- To establish and maintain effective working relationships in the school with pupils, colleagues and parents including outside agencies.
- To maintain confidentiality where necessary.
- To contribute to reviews of the pupil's progress, especially termly reviews and the statutory 'Annual Review' of the Statement.
- To attend relevant in-service training
- To be aware of school procedures and implement policies.
- To work effectively with the school's SEN/LDD Co-ordinator

GENERAL

To undertake any other reasonable duties as required by the Headteacher which fall within the remit of the post.

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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LEARNING SUPPORT ASSISTANT

PERSON SPECIFICATION

	Essential	Desirable
1. Qualifications	Experience of working with or caring for children with Language & Communication Difficulties.	Experience of working with children on the Autistic spectrum.
2. Experience	Evidence of completion of courses relating to working with children with Learning Difficulties or Disabilities.	A qualification, or willingness to undertake the Treatment and Education of Autistic Children (TEACCH).
3. Knowledge Skills and Aptitude	An understanding of the physical, emotional, social and educational needs of young children.	Evidence of, or willingness to undertake training in the Picture Exchange Communication System (PECS) and Makaton.
4. Personal Qualities	<p>Ability to work with and support the class teacher.</p> <p>Evidence of successfully working as part of a team.</p> <p>Evidence of maintaining and sustaining good working relationships with the whole school and wider community.</p>	Evidence of, or willingness to undertake training in operating the "Writing with Pictures" and "Communication in Print" ICT programmes.

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	<p>Ability to initiate activities which will stimulate learning.</p> <p>An understanding of and commitment to issues of confidentiality.</p>	
<p>5. Special Requirements</p>	<p>Ability to undertake one to one supervision and caring duties.</p> <p>Ability to organise time and resources effectively.</p> <p>Ability to demonstrate good oral and written communication skills.</p> <p>Ability to work independently on prescribed tasks.</p> <p>Ability to follow specific guidelines.</p> <p>A commitment to the school's Equal Opportunities Policy and Behaviour Policy</p>	<p>Evidence of successfully working with parents/carers.</p>