**Job Description**

# School: Moira Primary School

**Job Title: Learning Support Assistant – SEN / Intervention (SEN LSA) Grade: 5**

**Responsible To:** Executive Headteacher, Head of School, through to Classteacher

# Key Relationships/ Liaison with:

**Job Purpose:**

**Occupational Standards:**

SENDCo, Teachers, Other classroom support staff,

* To work as part of a team to promote the physical, social, emotional and cognitive development of a specified pupil and to meet their needs as directed by the class teacher and SENDCo;
* To join in partnership with parents and other professionals in the process of developing and implementing programmes of learning;
* To facilitate the child’s social communication and integration with peers (including the school curriculum), to ensure he/ she receives the highest quality education.
* At times this may include supporting individuals or small groups of designated pupils, including in a whole class setting.

Supporting Teaching and Learning (STL) Level 2

# MAIN DUTIES AND RESPONSIBILITIES:

1. To receive and act on information from Head, Class teacher or other professional that ensures the wide ranging needs of the individual pupil are met and their quality of life is sustained or enhanced.
2. Relate to pupils in a sensitive and understanding manner, appropriate to their individual needs, gender, disability and cultural background.
3. Establish good relationships with parents and carers, encouraging dialogue, co- operation and partnership.
4. Under the guidance of the class teacher: support the planning, delivery and assessment of the work of the pupil and small groups of pupils within which he/ she forms a part.
5. Work with the child on an individual education programmes as directed by the class teacher and using their own initiative.
6. Under the direction of the class teacher, at times taking responsibility for a small group either in or out of school ensuring appropriate supervision with due care to the health and safety of pupils and staff.
7. To share responsibility, as appropriate, for integration links and community skills.

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1. Assist in all aspects of care for the pupil, to include lunchtimes and also recognising the need for downtime as appropriate.
2. In accordance with school’s guidance and policies, provide comfort and immediate care should the child become sick or injured.
3. Provide a consistent approach to working and communicating with children, always mindful of the need for consistently clear, precise language.
4. In compliance with health and safety procedures, take all reasonable steps to ensure the safety of pupils, themselves and colleagues.
5. Under the guidance of the class teacher implement personal and social development programmes.
6. Under the guidance of specialist teachers (e.g. Speech and Language / Autism Learning Services) and the class teacher, carry out prescribed interventions and programmes as required.
7. Assist in supervising the pupil during the lunch period as required.
8. Undertake health care duties where required, as directed by the class teacher.
9. Participate actively in physical activities including: PE, swimming and outdoor learning (e.g. Forest Schools).
10. Be involved in planning educational work, preparation of materials, recording and evaluation as appropriate.
11. Under the teacher’s direction, set out in an appropriate way the materials, equipment and resources for class work and assist in general aspects of resource management within the team.
12. Observe, monitor and assess pupil’s response/ activity and maintain any written records that may be required.
13. Establish good relationships with the family, encouraging dialogue, co-operation and partnership.
14. Liaise with involved professionals as requested.
15. Undertake the presentation of pupils’ work (including keeping a simple ‘Home- school’ book, enabling conversations at home) and maintain interest areas and displays.
16. Attend required planning and development meetings at team and whole school level.
17. Make a full contribution to the life of the school.
18. Follow all schools policies and procedures.

# Observe confidentiality at all times.

1. Take part in professional development, identifying personal training needs through continuous self-appraisal and undertaking such training as may be necessary to meet the specific needs of the pupil.
2. Take part in and contribute to, assessment, recording and reporting procedures, including completing small steps recording and analysis of progress.
3. Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.
4. To undertake lunchtime supervision facilitating play and eating of school meals.

**Occasional duties and responsibilities not affecting the grade of the post:**

It is recognised that from time to time named/designated children may be absent from school or otherwise taken out of the normal timetable, such that SEN support is *temporarily* not required. At these times SEN LSAs are expected to be flexible and may be required to undertake other tasks commensurate with the grade of the post, including but not limited to:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To contribute to the creation of visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.

# SPECIAL FACTORS:

**Subject to the duration of the need, the special conditions given below apply :**

* 1. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
  2. Expenses will be paid in accordance with the Local Conditions of Service.
  3. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

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

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**