

JOB DESCRIPTION: small team SEN intervention LSA

Job Title: Learning Support Assistant (to support with the transition of Year 6/7 pupils)

Grade: Grade 3, point 4-6

Hours: 20 hours (8:30-12:3pm Monday- Friday)

Reports to	SENCO, Deputy Head teacher, Head teacher
Responsible for	Delivering well prepared and planned interventions (learning and health) to individual children as part of a small team across two schools. Organising and collating relevant data to report to the Year 6/7 team to show impact of transition support Delivery of EHC targets and provision
Liaison with	Teaching staff, support staff, welfare staff, parents
Job Purpose	To deliver a range of targeted interventions to identified children in order to support effective transitions.
Accountabilities	Provide particular and skilled support to specified pupils in a range of learning areas and care needs.
Duties	<ul style="list-style-type: none"> • Deliver targeted intervention programmes to individuals or small groups in KS2 and KS3 • Liaise with staff to track, monitor and evaluate the progress and wellbeing of children • To use school assessment systems to monitor the progress of each child • Provide on-going feedback to pupils in relation to their progress and next steps • Undertake baseline assessment and regular evaluation to track impact of interventions and progress of children • Organise opportunities to observe and support identified children within the classroom • Provide reports on the above as requested using provided templates. • Understand learning and care needs and establish positive appropriate relationships with pupils • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Attend relevant pupil specific training and deliver quality care support as needed • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Uphold both schools safeguarding policies and reporting arrangements • Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.

	<ul style="list-style-type: none"> • Ensure that effective relationships and communications are developed and maintained with all stakeholders including parents and carers, Sencos, line managers, headteachers and when appropriate health representatives • Attend team around the child meetings as requested.
Experience Required:	<ul style="list-style-type: none"> • Working with pupils with EHCP plan including pupils with physical needs • Liaising with parents and outside agencies • Working in educational/ specialist setting (KS2/ KS3 ideally)
General	<ul style="list-style-type: none"> • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Uphold both schools safeguarding policies and reporting arrangements <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade</p>

Teaching Assistant (to support with the delivery of SEN intervention and support)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2/3 in learning support/early years GCSE English and Maths (or equivalent)
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of policies and procedures relevant to schools
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of ICT to support learning, ability to input data accurately
Communication	Written	Ability to write reports using basic data
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families, carers and other adults if required
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

