



# Ashby Hastings Primary School

Headteacher - Mrs Rachel Mckeown

Senior Teacher – Mrs Amy Foster

*“Inspiring minds to foster confidence”*

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## JOB DESCRIPTION

**Job Title** SEN Learning Support Assistant

**Responsible To:** Headteacher and Classroom Teacher

**Key Relationships/  
Liaison with:** SENDCo, other teachers, other classroom support staff

**Job Purpose:**

The postholder will work under the direct supervision of a teacher or other qualified adult to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for whole class learning activities, or supporting individuals or small groups of pupils.

### MAIN DUTIES AND RESPONSIBILITIES:

1. To work under the direction and supervision of a teacher to carry out planned learning activities with the children, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
2. To participate in planning meetings with teachers and other professionals, as required.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on the children's performance and behaviour, taking action as appropriate in line with relevant school policies.
5. In conjunction with the class teacher, support the physical, intellectual, emotional and social development of the children, including contributing ideas and suggestions to support planning and adaption of lessons, to meet their development needs.
6. To interact with and respond positively to the children, young people and adults.
7. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).
8. Feedback to class teacher and other professionals that are involved with the care and education of the children as necessary.
9. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

10. To support the children to meet their individualised targets, as planned by the class teacher.
11. To prepare and utilise ICT resources to support the children's learning
12. Listen to the children if they are unhappy, calm their fears and change routines if appropriate.
13. To provide education, care and encouragement to the children, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate, as directed by the class teacher, SENDCo or SLT.
14. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
15. To support in communications with parents and carers about the care and education of the children, as directed by the school and in line with safeguarding procedures
16. To support volunteers based in your work area, as appropriate.
17. To provide for the children's care needs as appropriate including assisting with feeding and toileting support to pupils as necessary.
18. To undertake First Aid duties (training provided)
19. To support where children are unwell whilst at the school.
20. To escort and supervise the children on educational visits and out of school activities, ensuring their health, safety and well-being.
21. To relate to pupils in a sensitive manner appropriate to their individual needs, gender, disability and cultural background.
22. To undertake midday supervision duties.
23. To contribute to the provision of extra-curricular activity under the direction of the school.
24. To attend meetings/training as required.
25. To undertake any other appropriate duties at the discretion of the Headteacher.

**Special Factors:**

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

- (a) The post holder 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.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**Additional Responsibilities:**

The main purpose of this role is to provide support for teaching and learning and associated activities. It is the nature of the work that tasks and responsibilities are in many circumstances, unpredictable and varied. The post holder will be expected to work in a flexible, co-operative way particularly when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. Those additional duties will normally be to cover unforeseen circumstances or changes in work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included on the job description in consultation with the member of staff.

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.

# PERSON SPECIFICATION

## Job Title

## SEN Learning Support Assistant

|  | Essential  | Desirable               | How assessed   |
|--|------------|-------------------------|--|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>NVQ 2 in Supporting Teaching and Learning, (or equivalent) or suitable work experience</li> <li>Qualifications in maths/numeracy and English/literacy (GCSE grade C or above or equivalent qualification).</li> <li>First Aid qualification</li> <li>HLTA</li> <li>Forest School Qualification</li> </ul>   | ✓<br><br>✓ | <br><br><br>✓<br>✓<br>✓ | App/Doc<br><br>App/Doc<br><br>App/Doc<br>App/Doc<br>App/Doc      |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a child-focused environment, either as an employee or a volunteer.</li> <li>Experience of supporting teaching and learning in a formal setting</li> <li>Experience of supporting children and young people with learning difficulties and disabilities</li> <li>Experience of leading / participating in Forest School activities</li> </ul> | ✓          | ✓<br><br><br>✓<br>✓     | App/Int/ Ref<br>App/Int/ Ref<br><br>App/Int/ Ref<br>App/Int/ Ref |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of safeguarding/ child protection and health and safety procedures.</li> <li>Knowledge of EYFS Curriculum and/or Primary Curriculum</li> </ul>   | ✓          | <br>✓                   | App/Int/ Ref<br>App/Int  |
| <b>Skills/Attributes</b> <ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> <li>Good interpersonal skills.</li> <li>Empathy with children and young people.</li> </ul>   | ✓<br><br>✓ | <br><br>                | App/Int<br><br>Int/Ref<br>Int/Ref                                |

|  |                              |  |  |
|--|------------------------------|--|--|
| <ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to follow direction from colleagues professionally</li> </ul>   | ✓<br>✓<br>✓                  |  | Int/Ref<br><br>Int/Ref                               |
| <b>General Circumstances</b> <ul style="list-style-type: none"> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li> </ul>   | ✓                            |  | App/Int  |
| <b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Responsibility and accountability for safeguarding and promoting the welfare of children and young people.</li> <li>• Awareness of current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.</li> <li>• Able to recognise indicators that may lead to concerns and to take immediate action.</li> <li>• Is committed to ensuring the safeguarding and well-being of children and young people and takes appropriate action where necessary.</li> </ul> | ✓<br><br>✓<br><br>✓<br><br>✓ |  | App/Int<br><br>App/Int<br><br>App/Int<br><br>App/Int |
| <b>Factors not already covered</b><br><br>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.  | ✓                            |  | Med  |

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**