

ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL

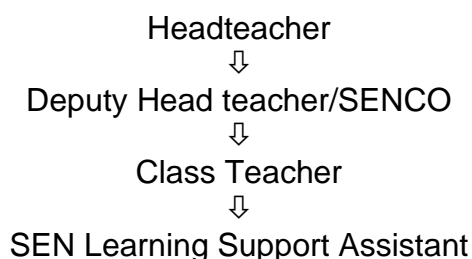
Job Description

LEARNING SUPPORT ASSISTANT (SEN)

Job Purpose:

To work with children as part of a team, under the general direction of the Headteacher, who will be responsible for the overall educational policy of the school; in order to help raise standards of achievement.

Designation of Post and Position within School Structure:



Main Duties and Responsibilities:

1. Identify fully with the Catholic nature of the school.
2. Adhere to school policies and procedures.
3. Help with the care and support of pupils, including breaks.
4. Provide support for learning activities in all subject areas.
5. Contribute to the management of pupil behaviour.
6. Establish and maintain relationships with individual pupils and groups.
7. Contribute to the health and well-being of pupils.
8. Be aware of pupil safety and security.

9. Observe and report on pupil performance.
10. Support the use of ICT in the classroom.
11. Attend training sessions as and when required.
12. Retain confidentiality about all aspects of school life.
13. Take part in an annual Personal Development Interview.
14. Maintain effective working relationships with colleagues and parents.
15. Any other duties, which reasonably fall within the scope of the post, which may be allocated by the Headteacher after consultation.

Scope of Job: -

- To assist at lunchtime and in the classroom.
- To be accountable to the class teachers

Signed..... **Date**.....

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PERSON SPECIFICATION

JOB TITLE: LEARNING SUPPORT ASSISTANT (SEN)

Experience:

- Previous experience preferred but no essential.
- An awareness of primary school activities

Skills and Abilities:

- Good communication
- Numerate and literate
- Energetic and enthusiastic
- Caring and empathic
- Support behaviour of individuals as the need arises
- Be motivated to support children's learning
- Work closely with the class teacher

Specific Working Requirements:

- Attend meetings with outside agencies in support of named child
- Report to class teacher
- Through observations of child, communicate progress being made to class teacher
- Understanding the individual child's needs (IEPs & EHCPs)