

SEND Learning Support Assistant

James Elliman Academy

Job Description

Reporting to	Class Teacher and SENCO
Grade	3

Job Purpose

To support and assist the pupil with their special educational needs and to follow any learning and therapy programmes as advised by the SENCO, external agencies and class teacher. To help the child make excellent progress according to their level of need. To be able to discretely and sensitively support any child with personal care aspects that may be linked to their special educational need.

Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

Main Duties and Responsibilities

- To work with all staff to ensure that a caring and stimulating environment is provided for the child that takes into account their individual needs.
- To be fully aware of pupils SEND Targets, relevant reports and implement their recommendations fully in class.
- To give input as required to the SEND targets and EHCP reviews.
- To be sensitive and responsive to the pupils needs at all times.
- When needed, to be able to support with personal care discretely and sensitively.
- On a daily basis, to enable the pupils to access the curriculum through agreed strategies, a differentiated curriculum and a small step approach to learning.
- To support pupils during lunchtimes and playtimes.
- To be aware of and help implement strategies suggested by support agencies e.g. Speech and Language Therapy.
- To assist the pupils to learn as effectively as possible in group situations and on their own.
- To help the pupils manage their behaviour.
- To support the pupils to develop their self-care skills and if needed support with intimate personal care.
- To liaise daily with the class teacher and regularly with the SENCO.
- To carry out assessments and observations as required and provide regular feedback.
- To liaise with parents/carers as necessary
- To attend meetings as appropriate
- To carry out all responsibilities and activities within an equal opportunities framework
- To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety.
- To undertake any other appropriate duties as required by the Principal of School.

General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

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.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

Safeguarding

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

Person Specification

Criteria	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Experience of working with children 3 -11 years old as an LSA or similar • A willingness to further develop and improve professionally. • 	<ul style="list-style-type: none"> • An NVQ Level 2 qualification or equivalent • GCSE English and Maths or equivalent (Grade C or above) • Experience of working with a child on the autistic spectrum/knowledge of speech and language difficulties • First Aid qualification.
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work collaboratively within a team. • Able to work from own initiative. • Ability to deal with challenging situations in an appropriate manner. • Communicate effectively with staff, parents and other professionals. • Understanding of cultural diversity • Ability to maintain confidentiality • Able to use ICT for the advancement of pupils' learning • Awareness of Health & Safety standards • Awareness of child protection and safeguarding procedures • Familiarity with the curriculum, age-related expectations of pupils and appropriate teaching methods. 	<ul style="list-style-type: none"> • An understanding of the beliefs and values of different religious groups • An understanding of different types of SEND
Personal Qualities	<ul style="list-style-type: none"> • Suitability to work with children. • Warmth and enthusiasm • An ambitious approach to promoting children's learning • A personal desire to learn and participate in appropriate training • Ability to listen and act on advice • Good communication skills • Commitment to equal opportunities • Good organisational skills • Initiative and flexibility • Ability to work as part of a team • Being able to deal calmly with difficulties. 	