



Job Description

Job Title	SEND Learning Support Assistant (Hub)*
Grade	Scale 4
Reports to	SEN Provision Lead, SENCO, Deputy Head Teacher, Head Teacher
Liaison with	Teaching staff, Learning Mentor, support staff, Headteacher, Deputy Headteacher and SENCO
Job Purpose	To work in partnership with class teachers to assist pupils with severe needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff. To provide support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties.
Duties and Responsibilities	Support for Pupils • Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group. • Establish positive relationships with pupils supported. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • Support pupils with activities which support literacy and numeracy skills. • Support the use of ICT in the classroom and develop pupils' competence and independence in its use. • To attend to pupils' personal needs including intimate care and help with social, welfare, care and health matters. • Carry out specific additional care tasks for individual pupils, only at the direction of a suitably qualified member of staff, and once full training has been given. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Assist with implementing EHCP targets and 1 plans. • Supervise pupils for limited and specified periods including break-times, facilitating games and activities. • To assist with escorting pupils on educational visits. Support for Teaching and Learning • Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.



	• To support learning by selecting appropriate resources/methods to facilitate agreed learning activities. • Assist the teacher and other staff in the implementation of care programmes. Support for the Curriculum • Assist with activities and resources to support specific curriculum areas, including literacy, numeracy, and ICT. • To assist with the display and presentation of pupils' work. Support for the school • Liaise with staff and other relevant professionals and provide information about pupils as appropriate. • To take an active role in the preparation, maintenance and control of stocks of materials and resources.
General	• 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. • Attend relevant training and take personal responsibility for own CPD. • Attend relevant school meetings as required. • To respect confidentiality at all times. • To understand and apply school policies in relation to health, safety and welfare. • 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. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

*Note: The trust has individually named suites for children with significant needs, e.g. Amazon Suite, Nurture and Ocean room etc. Hub has been used as a general descriptor.