



## Job description

**Job Title:** SEND Learning Support Assistant

**Department:** Practitioner Team

**Grade:** LBR3

**Responsible to:** Assistant Head, Inclusion / SEND Managers / Class teachers

**Responsible for:** N/A

**Purpose of the job:** To support children with additional learning needs under the direction of the Assistant Head – Inclusion, SEND Managers or class teachers.

The nature of this work is especially sensitive and therefore the Practitioner must not discuss any children or their work with people outside of the school.

Duties will include the following:

- working in collaboration with the children's class teachers
- contributing to records kept on pupil progress
- discussing how the children cope with their work with the SENCO and class teachers
- directing allocated tasks with the children
- be responsible for the welfare, well-being and discipline of the children in the school
- to have a consistent, positive approach to all aspects of school life
- safeguard children's health and safety
- follow all procedures in the Health and Safety document of the school
- discuss with the Child Protection co-ordinator suspected abuse or signs of non-accidental injury
- cater for the personal needs of SEN children (including personal care and toileting)
- support children during the lunch period and contribute to the work of the support staff on duty at that time of day

The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Co-Headteachers may require.

## Person specification



<b>Job Title</b>	Practitioner (Learning Support Assistant)		
<b>Service Area</b>	Gearies Primary School	<b>Function</b>	
<b>Team</b>	Practitioner (SEN)	<b>Hours</b>	32 hours per week
		<b>Grade</b>	LBR3

Weighting: Essential, Desirable

Selection Criteria	Weighting
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### Education and Qualifications:

Level 2 qualification in a relevant field	Essential
English Language and Maths GCSE at grade C or higher (or equivalent)	Desirable

### Experience/Knowledge/Skills/Competencies:

The successful candidate will:-

• enjoy working with children	Essential
• have experience of supporting children with special needs including managing personal care and toileting needs	Essential
• be able to communicate clearly verbally and in writing	Essential
• be able to work collaboratively with others as a part of a team	Essential
• be able to take initiative with workloads	Essential
• be able to follow instructions accurately	Essential
• have an understanding of the needs of our culturally diverse community	Essential
• be willing to learn and develop own skills and knowledge	Essential
• have a good understanding of classroom ICT	Essential