

## Cathedral Primary School

### SEND Learning Support Assistant

#### Job Description

**Responsible to:** Headteacher, Cathedral Primary School

**Start date:** 1 September 2022

#### Purpose of the role

- Make a strong contribution to pupils' learning and achievements;
- Communicate and collaborate with parents to support the health care of a particular child;
- Complement the professional work of teaching staff by taking responsibility for designated learning activities with children and young people in addition to supporting teacher led activities. This may involve taking a lead responsibility for the delivery of defined learning activities;
- Work effectively with individual pupils, small groups and whole classes;
- Support pupils with SEND;
- Use Makaton to effectively communicate with pupils with particular needs;
- Work collaboratively with teaching staff and assist teachers in the plan, do, review cycle, including record keeping and the management/preparation of resources.

#### Responsibilities of the role

##### Planning

- ❖ Plan, prepare and review lessons with teachers.
- ❖ Develop and prepare resources for learning activities that match the diversity of pupils' needs and interests.
- ❖ Effectively contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- ❖ Provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development.
- ❖ Plan intervention activities under the guidance of the SENCo or Class Teacher.

## Teaching and Learning

- ❖ Make a significant contribution to the preparation of learning activities for specified areas of responsibility.
- ❖ Ensure structured teaching and learning activities are used, which interest and motivate pupils in their learning.
- ❖ Promote the inclusion and acceptance of all children and young people within the classroom.
- ❖ Provide specific support to children and young people with special educational needs and contribute to the implementation and review of Education Health and Care Plans (EHCPs), SEND Support Plans (SSPs) and Individual Pupil Plans (IPPs).
- ❖ Ensure behaviour management strategies are used in line with the school's policy and procedures, which contribute to a purposeful learning environment and to record incidents of concern onto CPOMs.
- ❖ Promote and reinforce children's self esteem and employ strategies to recognise and reward achievement.
- ❖ Work in a range of classroom settings and also work with individuals and small groups where the class teacher is not present.
- ❖ Use ICT effectively to support learning activities and to develop children and young people's competence and independence in its use.
- ❖ Support the role of parents in pupils' learning and contribute to meeting with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

## Monitoring and Assessment

- ❖ Work alongside teachers to evaluate pupils' progress through a range of formal and informal assessment activities.
- ❖ Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour.
- ❖ Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- ❖ Monitor pupils' participation and progress and provide constructive feedback to pupils.
- ❖ Assist in maintaining and analysing records of pupils' progress, including contributing to EHCPs, IPPs, and SEND Support Plans (SSP) and records for group interventions.
- ❖ Support the teaching staff with reporting pupils' progress and achievements at parents meetings.

## **Mentoring, Supervision and Development**

- ❖ Contribute to the overall ethos, work, aims of Cathedral Primary School by attending and contributing to the development of policies and procedures within the school.
- ❖ Take opportunities for Professional Development as offered by the School and Trust.

## **Behaviour and Pastoral**

- ❖ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- ❖ Understand and implement school child protection procedures and comply with legal responsibilities.
- ❖ Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- ❖ Provide support and assistance for children's pastoral needs, for example, caring for sick, injured or distressed children.
- ❖ Provide physical support when necessary and maintain personal equipment used by the children at the school.
- ❖ Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school links.
- ❖ Record incidents of concern onto CPOMS.

## **Other**

- ❖ Have professional regard for the ethos, policies and procedures of the school, and to maintain high standards in one's own attendance, punctuality and performance.
- ❖ Perform any reasonable duties as requested by the Head Teacher.
- ❖ Work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- ❖ Administer medicine as required.
- ❖ Promote safeguarding of children.
- ❖ Carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

- ❖ Use information technology systems as required to carry out the duties of the post in the most efficient effective manner.

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*This document does not form part of your contract of employment with the school and is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.*

*We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.*

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