

Nova Primary School

Job Description



Post:	Level 3 SEN Learning Support Assistant
Responsible to:	SENDCO/Inclusion Lead
Post Grade:	Bristol Grade 6 dependant one experience
Hours:	20 per week
Contract type:	Fixed term contract to be reviewed in Term 6 2026 (<i>linked to funding for children</i>)

Key Role/Functions

To work under the guidance of the SENDCO/Inclusion Lead and Class Teacher to support children with special education needs across key stages to enhance children's learning. To assist the Class Teachers in the management and preparation of resources, and work with the SENDCO/Inclusion Lead and outside professionals to further support children with their attainment and progress both educationally and in terms of their well-being.

Specific Duties and Responsibilities

Pupil Support

- To support learning and promote independence in a safe, secure, challenging environment. To employ strategies to help children understand and achieve and to recognise and reward success and self-reliance.
- To support learning as identified in the Teacher's plans and focus on specific learning objectives as required.
- To be creative and adaptable to change within the working environment to inspire curiosity and thirst for learning.
- To act as a role model, with high expectations and a consistent, positive approach to behaviour management in line with our school's policy.
- To encourage working successfully with others and meet the learning objectives of the lesson and/or their individual targets through varied learning styles.
- To observe, record and support the development and progress of the individual or with specific interventions and to feedback to teachers and other professionals on progress and achievement of individuals and groups worked with.
- Provide support for emotional or social difficulties as required in order to help the individual successfully engage with learning, through intervention, provision and the building of positive relationships.
- To have a good understanding of SEN/SEMH needs and appropriate strategies to employ.
- To have a strong understanding and knowledge of supporting autistic children.
- To have a good understanding of Education, Health and Care plans and the four broad areas of need within Special Educational Needs.
- To act upon advice and support from outside agencies in order to work towards the individual education plans; Short-term High Needs funding provision targets; Education, Health and Care Plan targets.

Support for Teachers

- To discuss daily and weekly lesson plans with teachers or SENDCO/Inclusion Lead and contribute ideas and observations to help adjust them as appropriate.
- To liaise and work with other staff to help ensure an appropriate learning environment; help prepare resources and set up activities.
- To communicate appropriately and supportively with parents and carers under the Teacher's and SENDCO/Inclusion Lead's guidance and to participate in feedback sessions/meetings with parents, if required.
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To be responsible for keeping and updating records as agreed with the Teacher and SENDCO/Inclusion Lead, contributing to reviews of systems/records as required.
- In class, to undertake marking of the pupil's work as agreed with the Teacher and accurately record achievement/progress
- To provide some administrative support to the teacher or SENDCO/Inclusion Lead in preparing resources / assessment materials.
- To implement the school's positive behaviour policy and manage behaviour fairly and consistently.

Support for the Curriculum

- To help prepare and manage specific activities or teaching programmes as requested / designed by the teacher or SENDCO/Inclusion Lead, adjusting them according to the individual's responses and needs.
- To help set out and prepare equipment indoors and outdoors.
- To understand the skills children are expected to develop as set out in the curriculum and lesson plan. To employ strategies to support children in developing these skills.
- To support the use of ICT in learning activities and develop children's competence and independence

Support for the School

- To promote the policies and ethos of the school, and act as a positive role model and ambassador for the school.
- To help display work to reflect the children's achievement and aid learning.
- To help supervise children on outings and visits as required.
- To attend staff meetings as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Designated Safeguarding Lead.
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, undertaking training where necessary.
- To be a proactive member of the school team
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the Teacher, SENDCO/Inclusion Lead and Lead Learning Mentor
- To attend relevant courses and learning activities in order to update knowledge as required

GENERAL

- The Learning Support Assistant maybe called upon to perform other duties that the Leadership Team considers reasonable, that are commensurate with the grading and designation of the post.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the post holder. It will be reviewed on an annual basis.