

1:1 SEND Learning Support Assistant

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

To assist in promoting the learning and personal development of the year 4 pupil to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Key areas of responsibility:

- To aid the pupil to learn as effectively as possible both in group situations and on their own by, for example:
 - Setting up activities based on class teachers planning
 - Clarifying and explaining instructions
 - Ensuring the pupil is able to use equipment and materials provided
 - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
 - Assisting in weaker areas, e.g. reading, spelling, numeracy, handwriting/presentation etc
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Liaising with class teacher, SENDCO and other professionals about education health care plan (EHCP), contributing to the planning and delivery of this as appropriate
 - Providing additional nurture opportunities to individuals when requested by the class teacher or SENDCO
 - Consistently and effectively implementing agreed behaviour management strategies
 - Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned.
- To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher.



- To support the pupil in developing social skills both in and out of the Classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 7)
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENDCO, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance.
- Where appropriate, to know and apply positive handling techniques.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To contribute towards reviews of the pupil's progress as appropriate.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
- To support playground/break time supervision e.g. educational games, homework clubs etc and transitions between rooms e.g. classroom to hall etc.
- To accompany teacher and pupils on educational visits.
- To provide individual support, as required, during examination sessions.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • A good general education (at least 5 GCSEs or equivalent including English and Maths at C or above.) • Experience of working with children • SEND experience 	<ul style="list-style-type: none"> • Up to date Safeguarding training. • NVQ Level 3 or at least equivalent qualification in working with children.
Skills & Knowledge	<ul style="list-style-type: none"> • Good understanding of the EYFS curriculum including assessment processes. • Understanding of the SEN Code of Practice and provision. • Able to provide stimulating and engaging experiences for children. • Effective record keeping • Ability to demonstrate an understanding of how children learn. • Ability to use ICT effectively to enhance teaching and learning. 	<ul style="list-style-type: none"> • An enthusiasm for out of classroom learning. • Knowledge and understanding of how to promote cultural diversity. • Good knowledge and understanding of the teaching of synthetic phonics.
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates strong communication and interpersonal skills, forming positive relationships and working collaboratively within a team. • Highly motivated, reflective, and able to manage time effectively, prioritising tasks and performing well under pressure. • Creative, adaptable, resilient, and reliable, with a positive 'can-do' attitude and sense of humour. • Shows commitment to the school's Catholic ethos and contributes actively to wider school life. 	<ul style="list-style-type: none"> • Personal faith
Other Factors	<ul style="list-style-type: none"> • Satisfactory Safer Recruitment Checks • Must show understanding of equal opportunities, principles and practices 	