



<b>Job Title:</b>	<b>1:1 SEND Support LSA</b>		
<b>Post holder</b>			
<b>Responsible to:</b>	SENCO		
<b>Responsible for:</b>	N/A		
<b>Scale:</b>	BG6	<b>Point</b>	6-7

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### **Job Description**

#### **Main purpose of the role**

**To support a child on a 1:1 basis or in a small group setting, both in an out of the classroom environment, under the direction of teaching staff and the SENDCO, to enable access to learning for pupils with EHCPs or funding.**

#### **Key duties and responsibilities specific to the post**

##### **General Duties:**

- To follow all school policies and procedures, especially those relating to child protection, equal opportunities, inclusion and health and safety.
- Contribute to the overall ethos, work and aims of the school.
- Engage with relevant CPD, training, meetings and appraisals, recognising the need to reflect and improve in our job roles.
- Assist with the supervision of students out of lesson times, e.g. break times.
- Accompany students on school trips under the direction of class teacher and/or SENDCO.
- Supervise and provide support for individual students inside and outside the classroom to enable them to safely access and fully participate in activities.
- Assist with the development and implementation of Personalised Learning Plans and Pupil Passports.
- Work with, and follow the advice of, all relevant professionals e.g. SALT, EP, to support pupils.
- Set challenging and demanding expectations, and promote self-esteem and independence.
- Model and promote high expectations of communication, behaviour and conflict resolution.
- Provide toileting, hygiene or medical support for students where necessary and for specific needs identified, following training appropriate to the ages of the pupils and from specialist input.
- Establish constructive relationships with parents/carers and engage with them regularly.
- To support the use of ICT and more traditional platforms as learning tools.
- Working with teachers to prepare and maintain an effective learning environment, including preparing and presenting displays of students' work or subject specific displays.
- Attend all in service training (INSET) days – included in contract.
- When needed, provide clerical/administrative support – e.g. photocopying, typing, examination invigilation, making resources etc., under the direction of class teacher and/or SENDCO.
- Any other related duties which may reasonably fall within the responsibilities of the post, as negotiated with SLT and SENDCO.

##### **Specific pupil support:**

- To develop a warm and trusting relationship with pupils, modelling skills of empathy and nurture at all times.
- To undertake structured and agreed learning activities/teaching programs, adjusting activities according to student responses.
- To use strategies, in liaison with the teacher, to support students to achieve learning goals.
- To monitor students' responses to learning activities and accurately maintain a record of student progress as directed.
- Provide detailed, regular feedback to teachers on students' achievement, progress, barriers etc.
- Provide feedback to student in relation to progress and achievement under guidance of the teacher.
- To plan and deliver bespoke learning activities for the child under the guidance of the SENDCO.
- To deliver the statutory provisions related to a child's EHCP/SEND Support Plan under the guidance of the SENDCO.
- To complete records for the monitoring of statutory provisions related to a child's EHCP/SEND Support Plan.
- To contribute to statutory paperwork for children with an EHCP/.SEND Support Plan.
- To make a significant contribution for/at meetings with outside professionals linked to a child's EHCP; for example Educational Psychologists, Speech and Language Therapists, Visual Impairment Teacher, Teacher of the Deaf.

It is expected that the post holder would exercise initiative and would follow instructions without needing to be told in detail how to do the job or to require direct supervision in completing tasks which achieve the job outcomes. This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

All support staff are required to foster and apply a supportive relationship with all children, including working in and out of school location outside the classroom and school site and in particular to promote acceptance and integration of children with special educational needs.

**Contribute to the ethos and aims of the School**

- To be aware of, read and understand the school’s policies in particular Whistleblowing, Safeguarding, at all times that the duties of the post are carried out in accordance with school policies.
- To undertake duties in compliance with the School’s Core Values and Code of Conduct and in accordance with current legislation.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and policies. All employees have a responsibility for their own safety and must not endanger that of colleagues, pupils, visitors in the workplace.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff.
- To undertake any duty or responsibility that the school asks relevant to the business needs of the school needs as required and are commensurate with the grade.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
- The Governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment.
- A satisfactory DBS check and suitable references are required

**Working relationships and contacts**

- To develop and maintain positive working relationships with other professionals.
- To liaise with parents, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries and uphold the reputation of the school.

**Fulfil wider professional responsibilities:**

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving services through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents.

<b>Pension</b>	Post holders are automatically enrolled into the Local Government Pension Scheme. The school pays a contribution into the pension scheme, this is an additional remuneration benefit.
<b>Probation</b>	This post is subject to a <b>4 month</b> probation period.
<b>Confidentiality</b>	Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the school’s data protection procedures.
<b>Annual Appraisal</b>	All staff undergo an annual appraisal as part of performance management.

<b>Person Specification</b>			
<b>Criteria</b>		<b>Essential (E) Desirable (D)</b>	<b>Method of Assessment</b>
<b>Qualifications*</b> (*Prior to appointment copies of qualifications will be requested)	Hold GCSE Grade C or above [or equivalent] in English & Maths, plus at least three other academic subjects or NVQ 3 in a relevant field.	E	AF
<b>Knowledge and Experience</b>	Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.	E	Ass
	At least 2 years' experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection	E	AF
	At least 2 years' experience of working effectively in a learning / child care setting	D	Ass
	Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression	D	Ass
	Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment	D	Ass
	Current first aid certificate	D	AF
	Previous, varied experience of working with children in a range of educational settings (e.g. Care, Development or School).	D	AF
	Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations	D	AF
	Experience of effective supervision of the work of colleagues to achieve defined outcomes	D	AF
<b>Abilities and Aptitudes</b>	Excellent communication skills, both verbally and textual to promote and develop effective working with parents, pupils and colleagues	E	IV/Ass
	Ability to organise and prioritise work, and to adhere to deadlines and targets	E	IV
	Ability to carry out duties without supervision	E	IV/Ass
	The ability to contribute effectively to the workload and responsibilities of a team	E	IV
	Ability to work on own initiative including recognition of when and how to refer issues elsewhere for effective resolution	E	IV
	Aptitude to develop a knowledge of the role within an education environment through achievement of NVQ level 3 in an appropriate field.	E	IV
	Flexible, adaptable and positive attitude to working in a structured environment	E	IV
	Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.	D	IV
	Ability to communicate in a language other than English	D	AF
<b>Special Conditions</b> Post is subject to Child Protection Legislation and Enhanced DBS check		Application Form (AF) Interview (IV) Assessment (Ass)	
<b>DECLARATION</b> I confirm that I have read and understood the terms outlined in this document.		Date of JD 2018/19	
<b>Name of Postholder</b>			
Signed:			Dated:
<b>Line Manager</b>			
Signed:			Dated: