



Schools for Every Child

SEN LSA

Job details

Payscale: Grade NJC4, Payscale NJC7 (within the range NJC7-NJC8)

Salary: FTE £26,403 (Actual Salary £17,116.21 - £17,352.30)

Contract type: Part time, 38 weeks

Working Pattern: 31.25 hrs per week (Monday to Friday 8.35am - 3:20pm including a 1 hour lunch break)

Reporting to: SLT

Main purpose

To work in partnership with SENCO and class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. To have particular and specific management responsibilities.

To manage the work, deployment and development of other Learning Assistants.
To support the work of the SENCO, contributing to planning, development and decision making and undertaking related administrative duties.

Duties and responsibilities

Duties

- Be responsible for ensuring equality of opportunity for all.
- To build and maintain positive relationships with parents and carers.
- To implement and uphold all health and safety, and safeguarding policies and requirements.
- To contribute to and implement school policies, procedures and risk assessments.
- Work in line with the school and Trust's ethos, vision and values.
- To bring planning to life to engage children in age-appropriate play opportunities in with the curriculum and individual needs of the children.
- Provide an enabling environment which meets the needs of each individual child.
- To observe, assess and record children's learning development and progress.
- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- Support pupils with activities which support literacy and numeracy skills

- Support the use of ICT and develop pupils' competence and independence in its use
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given
- Promote positive pupil behaviour in line with school policies
- Participate in planning and evaluation of learning activities with the teacher, writing records as required
- Assist with the development and implementation of IEP/EHCPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher/SENCo
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits
- To physically assist pupils during activities e.g. swimming, PE.

General

- Attend relevant training and take responsibility for own development
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Essential Skills and Qualifications

- Minimum Level 2 Childcare qualification or equivalent (NVQ, Cache, C&YPWetc).
- Good level Mathematics and English
- A minimum of 1 year experience of working with children
- Ability to communicate confidently and professionally in both written and verbal forms
- Good organisational and time management skills
- Good IT skills
- A calm, positive and proactive approach
- Able to form and sustain positive relationships

Desirable

- Pediatric First Aid
- Trained in Trauma Perceptive Practice
- An understanding of the EYFS framework and or National Curriculum

Person specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years or equivalent qualification/experience Any relevant qualifications or delivering of Eklan/PECs/Blank Level assessments/Wellcomm/Sensory Diets Strong background in Speech and Language including delivering SALT recommendations Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the school
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate e.g. Makaton
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability Successful completion of training to support SEN
	Curriculum	Detailed understanding of the relevant curriculum Good working knowledge and implementation of specialist curriculum area(s)
	Planning	The ability to plan or adapt prior planning to meet the needs of pupils using either a specialist curriculum area and the National Curriculum
	Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others

The job description is current at the date shown but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed

Full Name

Job Title

Date of signature