



**The Holy Family Catholic Primary School**  
**Job Description/Person Specification for 1:1 Learning Support Assistant (SEND)**

**Job Title:** Learning Support Assistant (SEND)

**Contract:** Part time

**Salary Scale:** H2

**Responsible to:** The head teacher and governors

**In Liaison with:** Class teachers, SENDCO

**Purpose of the Post**

To work with teachers as part of a professional team to provide dedicated 1:1 support for a pupil in the nursery with hearing loss and communication needs, enabling them to access learning, play, and social experiences in an inclusive, supportive environment.

**General Responsibilities**

- Provide learning activities for individual pupils under the professional direction and supervision of the class teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils with SEND.
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care professional.
- Monitor, assess, record and report on development, progress and attainment, as agreed with the teacher, drawing any problems which cannot be resolved to the attention of the teacher.
- Select, adapt and/or create appropriate resources/methods to facilitate agreed learning activities.
- Be involved in planning, organising and implementing individual development plans for pupils (such as education and health care plans), including attendance at, and contribution to, reviews.
- Monitor pupils' conduct and behaviour throughout the learning process and intervene to resolve complex, difficult or very challenging issues.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters. Maintain and provide healthy and safe school environment.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Develop and maintain effective working relationships with others.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

**Other Duties**

- To attend and participate in professional development, where appropriate.
- To take part in supervision and the school's appraisal process.
- To carry out any other reasonable occasional duties commensurate with the grade of the post.

***'As a family we live, love, learn and celebrate with Jesus.'***



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- To ensure up to date knowledge of all policies and procedures and that they are adhered to and implemented
- To contribute to the development of the school, showing commitment to our shared ethos and values

### **Equalities**

Be aware of and support difference and ensure that children and adults have equality of access to opportunities to learn and develop.

### **Health and Safety**

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times
- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Head teacher or other appropriate person.
- To be aware of and strictly adhere to the medical, medicine and dietary needs of all children attending the nursery
- To record details of all accidents and pass them to parents/carers

### **Working Environment**

There will be a requirement to look after all personal needs including supervision of eating and may include clearing up of bodily fluids. Appropriate training and equipment will be provided.

### **Physical Effort**

There is a requirement for the post holder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play, to be able to lift and carry resources if required and use specialist equipment. Appropriate training and equipment will be provided.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of All Saint's Primary School's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.*



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**LEARNING SUPPORT ASSISTANT (SEND) PERSON SPECIFICATION**

**Essential**

- Competent in written and spoken English
- Enjoys working with young children.
- An ability to form positive relationships with both pupils and staff.
- A commitment to safeguarding and promoting the welfare of children and young people.
- The ability to work as a member of a team,
- Good organisational skills.
- Ability to work on own initiative without supervision.
- Ability to be flexible.
- Sense of humour.
- Commitment to professional development.

**Desirable**

- NVQ 3 in Child Care or other relevant area.
- Experience of working with pupils with Autistic Spectrum Disorder.
- First Aid Qualification.