

JOB DESCRIPTION

SCHOOL/LOCATION:	St Simon & St Jude CofE Primary School
JOB TITLE:	Learning Support Assistant (SEND)
RESPONSIBLE TO:	Head Teacher
GRADE:	5
SALARY:	Grade 5, (£25,191 - £25,590 FTE per annum)
CORE PURPOSE:	Working under the direct supervision of the Lead Practitioner and teacher to provide support for teaching and learning of pupils with SEND (primarily Communication & Interaction Needs) within The Harbour (Enhanced Resourced Provision). The postholder will support individual pupils and small groups, helping them to access learning, develop independence and make progress from their individual starting points.

KEY DUTIES & RESPONSIBILITIES

- To provide support for teaching and learning and associated activities in accordance with school policies and procedures.
- Provide agreed support to the teachers in the delivery of planned whole class learning activities.
- Work under the direct supervision of the teachers to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities. This will include supporting individuals or small groups of pupils to deliver the targets on their EHCP or other support plans. The aim is to support children to make good or accelerated progress.
- Help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- Observe and feed back to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
- Support the physical, cognitive, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- Interact with and respond positively to children, young people and adults.
- Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- Prepare and utilise ICT resources to support pupils learning.
- Prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, to facilitate a relevant physical learning environment.
- Contribute to the provision of support for bilingual / multilingual pupils if required.
- Encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks as required).
- Undertake midday / breaktime supervision duties.
- Provide first aid, medical administration, manual handling and toileting support to pupils as necessary
- Work with all staff and children across the school to promote our family orientated environment and have involvement in the full life of the school
- Accompany children on outdoor adventurous activities, including school trips and swimming, when required.
- Undertake any other duties that may be reasonably required time to time by the Head of School or Executive Head Teacher.

GENERAL REQUIREMENTS

- Ensure the values of Rise Multi-Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi-Academy Trust Improvement Plan;
- Be prepared to work 'across piece', being flexible and interested in other areas;
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required;
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
QUALIFICATIONS	Pass in GCSE Grade C/4 in Maths and English or equivalent	E
	Teaching Assistant Qualification	D
EXPERIENCE & SKILLS	Experience of supporting teaching and learning in a primary school setting	E
	Understands the requirements of working with KS 1/2 children.	D
	Experience of supporting pupils with SEND	D
	Understands the requirements of working with Reception children	D
	Can support with creative display work	E
KNOWLEDGE	Knowledge of child protection and health and safety procedures.	E
	Phonological development	D
	National curriculum (or Specialist curricula)	D
PERSONAL ATTRIBUTES	Ability and willingness to undertake professional development.	E
	Effective interpersonal skills	E
	Empathy with children and young people	E
	Ability to work effectively as part of a team.	E
	Ability to follow direction well as well as using initiative to support learning.	E
	Efficient IT skills, including emailing	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E