

Education School Support Team

JOB TITLE: SEND Learning Support Assistant

REPORTS TO: Lead Teaching Assistant/Lead HLTA

SUPERVISES: Not Applicable

BAND: B

JOB PURPOSE:

To work as part of a team to support and assist children's development and learning in a child-centred environment whilst maintaining high standards of childcare and good behaviour

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs, including training in First Aid and Positive Handling

PRINCIPAL ACCOUNTABILITIES

Pupil Support

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge to support the SEMH wellbeing of pupils.
- To hold, be working towards, or willing to undertake qualifications specific to SEMH support for pupils
- Ensure that pupils play and work together positively and cooperatively, with good behaviour.
- Giving care to sick, ill, or distressed pupils.
- Providing general and basic welfare support to a pupil with special educational needs.
- Helping pupils change for practical activities, when necessary.
- Assist pupils to develop their independence through undertaking tasks.
- Support pupils and parents in their efforts to improve attendance.
- Build strong professional relationships with children and their families
- Provide behaviour management support
- A willingness to provide personal care
- Apply Nurture pedagogy

General School Support

- Communicate with other members of staff effectively
- Be involved in extra-curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report pupil and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Willingness to take part in curriculum planning and to adapt where required
- To participate positively and professionally in effective relationships with team members to support progress and development of pupils.
- To work under the guidance of the SENCo/Pupil Counsellor to provide support for Social, Emotional and Mental Health needs of individuals/groups.