



Schools for Every Child

SEN LSA

Job details

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

Salary: FTE £26,403 (Actual Salary £11,906.93 - £12,071.16)

Contract type: Part time, 38 weeks

Working Pattern: 20 hrs per week (Monday to Friday 8.30am - 12:30pm)

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

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- To take responsibility for the preparation, maintenance and control of stocks of materials and resources
- Working with whole classes, individuals or groups of children as directed
- Deliver interventions such as Attention Autism Bucket and Gym Trails Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use

- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Write reports and records as required
- Monitor and record pupil responses and learning achievements, resolving all but the most complex problems independently
- To be involved in planning, organising and implementing IEP/EHCPs, including attendance at, and contribution to, reviews and parent consultations.
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To assist with escorting pupils on educational visits
- 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
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To physically assist pupils during activities e.g. swimming, PE.
- To support learning by devising appropriate resources/methods to facilitate agreed learning activities

General

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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
	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