



**Job Description**

<b>Job Title</b>	<b>SEND Learning Support Assistant/Midday Assistant</b>
<b>Grade</b>	Scale 3
<b>Reports to</b>	Headteacher, Deputy Headteacher, Class Teacher, SENCO
<b>Liaison with</b>	Teaching staff, Learning Mentor, support staff, Headteacher, Deputy Headteacher and pupils.
<b>Job Purpose</b>	To work in partnership with Class Teachers to assist pupils with moderate needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	Working with individuals or small groups of children under the direction of teaching staff. Provide support to pupils with moderate learning, behavioural, communication, social, sensory or physical difficulties.
<b>Duties and Responsibilities</b>	<p><b>Supporting Pupil's Learning and Development</b></p> <ul style="list-style-type: none"> <li>• Interact with, and support pupils, according to individual needs and skills.</li> <li>• Implement planned learning activities / teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> <li>• Support pupils with activities which support literacy and numeracy skills.</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use.</li> <li>• To support learning by selecting appropriate resources / methods to facilitate agreed learning activities.</li> <li>• Assist with implementing EHCP targets and 1 plans.</li> <li>• Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.</li> <li>• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.</li> </ul> <p><b>Behaviour and Emotional Support</b></p> <ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li> <li>• To maintain up to date learning in pupil behaviour linked to TPP, SEND guidance and Team Risk Assessment.</li> </ul> <p><b>Personal Care and Pupil Wellbeing</b></p> <ul style="list-style-type: none"> <li>• To attend to pupils' personal needs including intimate care and help with social, welfare, care and health matters.</li> <li>• Assist the teacher and other staff in the implementation of care programmes.</li> </ul>



	<p><b>Working with Colleagues and Other Professionals</b></p> <ul style="list-style-type: none"> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate.</li> </ul> <p><b>Classroom and Resource Support</b></p> <ul style="list-style-type: none"> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li> <li>• To assist with the display and presentation of pupils' work.</li> </ul> <p><b>Supervision and Extra-Curricular Support</b></p> <ul style="list-style-type: none"> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities.</li> <li>• To assist with escorting pupils on educational visits.</li> <li>• To assist pupils during activities e.g. swimming, PE.</li> </ul>
<b>Job Title</b>	<b>Midday Assistant</b>
<b>Grade</b>	Scale 2 Point 3-4
<b>Reports to</b>	Senior Midday Assistant/Headteacher
<b>Liaison with</b>	Not Applicable
<b>Job Purpose</b>	To work as part of a team to ensure the care, safety and supervision of pupils during the midday break, both in the dining areas and on the playground, promoting a positive and inclusive lunchtime environment.
<b>Principal Accountabilities</b>	To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.
<b>Duties and Responsibilities</b>	<p><b>Supporting Pupils During Lunchtime</b></p> <ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room.</li> <li>• To assist children with eating their meal if required.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.</li> </ul> <p><b>Maintaining a Clean and Safe Lunchtime Environment</b></p> <ul style="list-style-type: none"> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To ensure the dining areas are left clean, tidy and safe for all pupils and staff.</li> </ul> <p><b>Promoting Positive Behaviour and Play</b></p> <ul style="list-style-type: none"> <li>• To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy.</li> </ul>



	<ul style="list-style-type: none"><li>• Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction.</li></ul> <p><b>Health, Safety and Record Keeping</b></p> <ul style="list-style-type: none"><li>• To administer basic first aid as required.</li><li>• To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.</li></ul>
<p><b>General</b></p>	<ul style="list-style-type: none"><li>• 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.</li><li>• Attend relevant training and take personal responsibility for own CPD.</li><li>• Attend relevant school meetings as required.</li><li>• To respect confidentiality at all times.</li><li>• To understand and apply school policies in relation to health, safety and welfare.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> <p>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.</p>