Wincanton Primary School
Job Description
Learning Support Assistant (SEN)

Main Purpose of Job:

- To assist the Head teacher, SENCO and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment, which enables pupils to achieve their full learning potential and facilitates their social and moral development.

There will be some requirement to work with pupils, either individually or in groups, who have some special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems. This may include pupils with a high learning ability ('gifted / talented').

Main Responsibilities and Duties:

Support the teaching and learning processes.

The job will include all, or most of the following elements:

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs to ensure that support is given to them at an appropriate level.
- Learning support is delivered individually and in groups through a range of tasks, mainly:
    - Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
    - Focus support in areas needing improvement, both academic and social.
    - Work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.
    - Motivate and encourage pupils to concentrate on and fulfil the tasks set.
    - Undertake learning activities with pupils of varying abilities to ensure differentiation and access to the curriculum
    - Seek to ensure the promotion and reinforcement of pupils self esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners.
    - Contribute to the assessment of pupils' learning, in particular with regard to Literacy, Numeracy, Science and ICT skills.
    - Contribute to the implementation of the National Curriculum and specific individual pupil targets.
    - Plan specific programmes of work, when required, to meet the needs to the individual child where appropriate.

Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

The job will include all, or most of the following elements:

- Assist in the development, monitoring and evaluation of programmes of work.

- To upkeep data files, catalogue resources, maintain inventories, photocopy, and use ICT systems for administration and educational purposes.
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress.
- Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils work.
- Assist teachers in timetabling of lessons and curriculum as required.
- Assist in the preparation for educational visits, and where appropriate accompany pupils.
- To support office/teaching staff by performing some administrative duties.
- Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.

To provide care and supervision of pupils within the classroom, within the school and outside of the school.

The job will include all, or most of the following elements:

- Supervise pupils using cloakrooms and toilet facilities. Supervise pupils in playgrounds and when entering and leaving using school transport.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication subject to a contract with the parent.
- To assume sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.

Under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:

- Where a current First Aid qualification is held, in the absence of other medical facilities:
    - Undertake First Aid and dispense medicines in accordance with school policy.
- Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
- Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs.
- To work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs.

On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education. For example, a reward system appropriate to an individual pupil.

Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.

There will be occasional interruptions. Deadlines will relate and be appropriate to the timetable being followed.

Decision Making:

Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

Physical Effort and Working Conditions:

A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.

Most of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

There may be an occasional need to physically lift pupils, such as for safety or care needs and occasional unpleasant conditions relating to pupils' personal hygiene needs.

Contacts and Relationships:

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupils progress. Such communications can be of a delicate nature depending on a pupils particular needs.

Knowledge, Skills and Experience:

Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication. Background knowledge of the National Curriculum and School's procedures and policies.

Experience of working with children in an educational setting.

Knowledge of speech, language and communications difficulties.

Knowledge of behaviour strategies and how to maintain on-task behaviours.

Knowledge of pupils' individual targets and, where appropriate may require more specialised knowledge in specific curriculum areas.

A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.

Knowledge of legislation and regulations applicable to the support and care of pupils.

Wincanton Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects staff to share this commitment.

Signed (Post Holder) …….. Date: ……..

Name ……..