



SEN Learning Support Assistant Job Description

Post: Teaching Assistant

Pay Range: H1 / H2 (depending upon experience)

Working Pattern: 8.45am – 12.00 to 1.15 - 3.15pm Fri only. There is the possibility of a midday supervisor role on Friday from 12-1.15

Purpose of this job

This role is to act as a Learning Support Assistant to support individual children's needs throughout EYFS, KS1 and KS2. The post holder will work to support children in class with the other children as well as with their own focussed activities.

Main Areas of Responsibility

Support for pupils

- To work alongside the class teacher and teaching assistant who work in our school of mixed age classes.
- To support individual pupils who have special educational needs. This requires the jobholder to attend to the child's personal needs including social, hygiene (including toileting) needs and dressing if required.
- To establish a good relationship with pupils, acting as a role model and responding appropriately to individual needs.
- To encourage pupils to interact with one another and engage in activities led by the teacher.
- To support pupils on educational visits.
- To ensure the safety and welfare of children including at lunchtime and breaktime.

Support for the class teacher

- Assist with the preparation and implementation of learning activities to meet the needs of the children

- Closely monitor and report pupils' responses to learning activities and record achievement, progress or problems to the class teacher or SENCO as necessary
- Promote good pupil behaviour, dealing promptly with conflict and incidents
- Establish constructive relationships with parents
- Support staff with routine administration
- Liaise with external agencies and professionals as necessary

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, reporting any concerns to the appropriate person
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop
- Participate in training as required

Knowledge, Experience and Training

- Experience of working with or caring for children of the relevant age.
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology, including a photocopier and personal computer.
- Ability to work in a team.

The jobholder is managed by the SENCO.

St. Bartholomew's School is committed to safeguarding children and young people. Our interviews will always include relevant questions relating to child protection and/or safeguarding. The successful applicant will be required to undertake a DBS check before starting work.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.