

## **Learning Support Assistant (Special Educational Needs)**

**Job Title:** Learning Support Assistant for pupils with Special Educational Needs

**Place:**

**Responsible to:** Head teacher

**Line Manager:**

**Term of Contract:** Fixed Term    **Hours:** 5 mornings per week (term time only)

**Start Date:** as soon as possible subject to DBS checks etc.

**Purpose of Job:** To assist and support pupils with special educational, social, emotional and behaviour difficulties.

**Liaison with:** SENCO, Head Teacher, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise.

### **Responsibilities of the post:**

The Learning Support Assistant's (LSA) main role is to provide 1:1 support for a child with special educational, social, emotional and behaviour difficulties. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Duties will include running specific programmes and activities to assist the pupils' individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Individual Education Plan (IEP) in liaison with the class teachers and the SENCo.

### **Supporting pupils**

- To provide learning support in 1:1 situation.
- To develop knowledge of the particular needs of the child and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

### **Supporting the SENCO**

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.

- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

### **Supporting the School**

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENCo or Head Teacher,

### **Personal Specification for Special Educational Needs Learning Support Assistant**

You will need to

- Have experience of working with children with special educational needs in a primary school setting
- Have GCSE, 'O' Level or equivalent qualifications in Maths and English.
- Have NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL).
- Have knowledge and understanding of the different social, cultural and physical needs of pupils.
- Have an interest in how children learn and behave.
- Provide appropriate role models of behaviour both in the classroom and around school
- Really care about children, particularly those who find learning and managing their behaviour difficult.
- Have training in aspects of SEN, i.e. ADHD, Dyslexia, Autism

You must be able to:

- Carry out tasks and responsibilities under the direction of the SENCo, Class Teacher, Deputy Head Teacher or Head Teacher.
- Plan and prioritise tasks and work under the pressure of a busy inclusive primary school.
- Be productive and show initiative.
- Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.
- Motivate pupils to learn.
- Motivate pupils to be sociable.
- Assist with the organisation of the learning environment.
- Maintain accurate records of the pupils.
- Work effectively with other adults in the school and wider community.
- Be a responsible and trustworthy role model.
- Have patience with children who find conforming to rules and expectations difficult.
- Have patience and be flexible and innovative with a clear understanding of how children might behave who find learning new concepts and remembering taught concepts difficult.
- Respect and maintain confidentiality but have regard to the safe guarding protocols of information sharing where necessary.
- Be computer literate.
- Attend training courses considered appropriate for the post.