

Job Description



Job Title	SEN 1:1 Learning Support Assistant	Reporting to	SENDCo / Senior Leadership Team / Middle Leadership Team
Job Purpose	To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities. <i>(Professional standards for teaching assistants)</i>		
Liaising With (internal)	All staff, pupils and Governors.	Liaising With (external)	Parents, External Agencies
Supervising	There is no supervisory responsibility with this post	Contract	Hours: 24.75 per Week (Fixed Term – Funding Dependant) Salary: H2 / H3 dependent on experience
Key Responsibilities	<ul style="list-style-type: none"> • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate. • Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the SENDCo to achieve the intended learning outcomes. • Input information onto the Schools Information Management System regarding the events and provisions for the pupils they are working with. • Liaising with parents ensuring a smooth transition in the morning and fostering links between home and school. • Assess pupils under the guidance of the SENDCo at the beginning of an intervention to inform the planning and identify gaps. • Create resources to support learners with SEND under the guidance of the SENDCo for use in the intervention or for consolidation in home or in class e.g. Flash Cards, Visuals, Busy Boxes, Now/Next boards, communication books etc. • Attend specific intervention training as available and appropriate. • Liaise with the teacher and SENDCo regarding the progress of the pupils in the interventions and report on impact. • Keep planning and attendance records. • Liaise with the teacher to give new targets for the support plan based on the progress of the pupils worked with. • To work within agreed timetables of school and pupil activities and to maintain all appropriate written records as necessary and as directed. • Attend to pupils’ personal needs such as help with social, welfare and health matters, reporting problems to the teacher as appropriate. • Follow the advice of external advisors as appropriate and ensure that it is implemented consistently. • Consistently and effectively implementing agreed behaviour management strategies. • To collaborate with staff across the school, sharing ideas and best practice. • Maintain high standards in your own attendance and punctuality. • Safeguarding and promoting the welfare of children is everyone’s responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in ‘Keeping Children Safe in Education’. 		

<p>Compliance, Restrictions & Enablers</p>	<p>Equalities: To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop</p> <p>Health and Safety: To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the appropriate person.</p> <p>Physical Effort: The job may involve lifting children after falls or accidents. The job is likely to involve working at low level e.g. sitting on the floor, working at low tables. The job may involve the physical restraint of pupils.</p> <p>Disclosure and Barring Service: This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.</p>
<p>Additional Information</p>	<p><i>This role will be reviewed annually as part of the PMD process</i></p> <p><i>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.</i></p>