

# Job Description

**Job Title:** Learning Support Assistant (Level 2) to support a child with special educational needs.

**Grade: Salary:** Level 2

**Location of work:** Lewis Street Primary School

**Directly responsible to**: The Class Teacher, Phase 3 Leader and SENDCO

**Directly responsible for:** Supporting Teaching and Learning of a child who has an EHCP for special educational needs and other groups of pupils within the classroom as directed by the class teacher.

**Main Duties and Responsibilities/ Accountabilities:**

1. Work 1-1 with a pupil with an EHCP within a mainstream classroom and in specific spaces such as the sensory room.
2. To support the teaching of pupils through the delivery of the curriculum in Year 5, including a suitably differentiated curriculum to meet individual Special Educational Needs (SEND).
3. To support the class teacher
4. To support the day to day running of the mainstream classroom.
5. To ensure that pupils receive their curriculum entitlement as set out in their Educational and Health Plan (EHCP).
6. To ensure the safety and well being of pupils in accordance with school policies.
7. To be involved in devising, implementation, monitoring, reviewing and evaluating the Individual Education Plans (IEPs) of identified pupils.
8. To plan, organise and deliver programmes of work to a pupil with an EHCP, as well as other groups of pupils in the classroom.
9. To ensure that accurate records of individual pupils’ academic, personal, social and SEND needs are kept, monitored and evaluated.
10. To attend the statutory reviews of the pupils attending the resource in accordance with statutory SEND Regulations.
11. To work effectively with other staff in the class and Phase.
12. To work with the educational psychologist/inclusion service and any other support agency to ensure the effective delivery of programmes to develop emotional and social skills.
13. To work in partnership with parent/carers of the pupils.
14. To involve pupils and their parents/carers in decisions about their learning and teaching outcomes, behaviour and attendance.
15. To know and comply with policies and procedures relating to Child Protection, Health and safety and security, confidentiality and data protection.

***Manage & facilitate the inclusion of the children into mainstream lessons***

1. To plan with the SENDCO and liaise with teachers/Phase leaders and the Learning Mentor for the inclusion of all pupils.
2. To provide support to mainstream school staff regarding the inclusion of all
3. To plan, organise and deliver programmes of work for use when accessing inclusion opportunities within the mainstream classes of the school.
4. To liaise with teaching and non teaching staff to ensure that the specialist teaching programmes are incorporated and consolidated in the pupils personalised learning plan and that the educational and social opportunities of pupils with additional needs is coordinated throughout the school.

***Support the whole school approach to managing children with additional needs***

1. To follow health and safety risk assessments for pupils in line with school policy.
2. To work closely with the Class Teacher and other LSAs in raising aspirations and learning outcomes for all pupils with additional needs.
3. To maintain positive working relations with staff and pupils and provide a role model by presenting a positive role image and responding appropriately to individual needs.
4. To act upon advice from multi agencies and communicate this to the SENDCO and relevant staff.
5. To participate in staff meetings and contribute to school decision making and consultation procedures.
6. To maintain good relationships with colleagues and actively promote team work.
7. To assist with assessment, pupil tracking and data analysis as required.

***Continued Professional Development***

1. To actively undertake ongoing continued professional development.
2. To attend INSET courses and meetings, as required.
3. To keep abreast of current research with regards to the teaching and learning of pupils with special educational needs.
4. The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy Policies.
5. To undertake any other such duties that are commensurate with the post.

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

| CRITERIA | ESSENTIAL | **DESIRABLE** | **TO BE MEASURED BY** |
| --- | --- | --- | --- |
| **Skills** | * Ability to communicate clearly with children and adults |  | * Application Form and Interview |
|  | * Ability to work in a team situation |  |  |
|  | * To show general competence in ICT skills |  |  |
|  | * Written and verbal communication skills |  |  |
|  | * Able to support children with specific SEND needs which for this position is SEMH and communication |  |  |
|  | * Have a flexible approach to work |  |  |
|  | * Ability to use initiative and work independently * A desire to be an active team member |  |  |
| **Experience** | * Experience of working with children with ASC and/or SEMH | * Experience of working in a school environment | * Application Form and Interview |
|  | * Experience of working within a team, child centred environment | * Experience of Year KS2 |  |
|  |  |  |  |
| **Knowledge** | * Have some understanding of the needs of learners within a KS2 classroom | * Relevant training * Awareness of Sensory Needs and how to support | * Application Form and Interview |
| **Personal Qualities** | * Have a patient and understanding disposition towards children and enjoy being in their company |  | * Interview |
| **Qualifications** | * GSCE C or above in Maths and English | * CACHE, BTEC, NVQ Level 2 Diploma in Childcare and Education or Intermediate GNV | * Application form |