	Stoke Primary School
	Job Description & Person Specification
	SEND Learning Support Assistant - Grade 3
	35hrs Per Week – Term Time Only

Job Purpose

To work under the instruction/guidance of teaching / senior staff to undertake work / care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.


To help improve educational and social inclusion opportunities and outcomes for pupils with a range of special educational needs (SEND).

Duties and Responsibilities

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate.
- Deliver pastoral and learning support.
- Supervise and provide particular support for pupils, particularly those with SEND, ensuring their safety and access to learning activities.
- Use specialist (curricular/learning) skills/training/experience to support the pupils.
- Assist with the development and implementation of Action Plans / Behaviour Plans/ EHCPs.
- Establish constructive relationships with pupils, act as a role model, setting high expectations and interacting with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Support individuals /groups of children and take responsibility for their learning.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities.
- Set challenging and expectations; motivate, promote self-esteem and independence to encourage them to achieve.
- Provide feedback to pupils in relation to progress and achievement.

Supporting Pupils with SEND

- To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact and engage in activities led by the teacher.
- To provide bespoke support for pupils with SEND to access learning.
- To work collaboratively with school staff, including the SENDCO, Class Teachers and Teaching Assistants, ensuring strategies are implemented, monitored and reviewed.
- To work in partnership with the appropriate professionals to plan effectively and monitor progress for pupils with SEND, including contribution to Personal Education Plans and Educational Health Care Plans (EHCP).

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- Assist with supervision of pupils, including during lunch and break as required in line with school procedures and arrangements, providing detailed feedback as appropriate.

Supporting Teachers


- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate the pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of the pupil's work and accurately record achievement/progress.
- Within the school's behaviour policy, apply behaviour management strategies and techniques to anticipate and manage behaviour constructively and contribute to a purposeful learning environment.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
- Administer and assess routine tests and invigilate exams.
- Provide general administration tasks including preparing displays.
- Input and analyse pupil data and assessment information as directed by the class teacher and/or line manager.

Supporting the Curriculum

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Undertake programmes linked to curriculum.
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help pupils to access learning activities through specialist support.

Supporting the School

- Be aware of and comply with policies and procedures relating to safeguarding,

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- child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop.
- Contribute to the overall ethos / work / aims of the school.
- Assist in the general care of the school environment.
- Establish constructive relationships and communication with other agencies/professionals in liaison with the teacher, to support achievement and progress of the pupil.
- Attend and participate in relevant meetings as required.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence.
- Undertake all such duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher and commensurate of the grade.


All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible to: Headteacher

Date Reviewed: April 2023

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Person Specification

Skills and Abilities:	<ul style="list-style-type: none"> • Good numeracy and literacy skills • GCSEs in Maths and English (Grade A-C equivalent) • Educated to NVQ Level 2, or appropriate equivalent OR relevant experience. • Has a friendly, professional, and respectful approach which demonstrates support and shows mutual respect. • Open and honest. • Active listener. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing good service. • Demonstrates a "can do" attitude. • Is committed to quality service provision. • Is adaptable to change. • Acts with pace and urgency and is enthusiastic and decisive. • Emotional resilience in working with challenging behaviours.
Experience:	<ul style="list-style-type: none"> • Experience of using Microsoft Office software, including Microsoft Word, Excel, etc. • Relevant experience that involves working in an office environment, undertaking such tasks as reception duties, record keeping and use of the telephone. • SIMS experience in managing pupil data. • Experience of working in an environment with children.
Safeguarding	<ul style="list-style-type: none"> • Enhanced DBS and Children's Barred List clearance. • Motivation to work in an environment with children and young people.