

## JOHN GULSON PRIMARY SCHOOL JOB DESCRIPTION

**Post Title:** SEND Learning Support Assistant

**Grade:** 3

To provide 1:1 support for a SEND pupil, assisting and supporting the classroom teachers with meeting the additional needs of the child.

**Description of duties and responsibilities:**

1. Assist teaching staff as required, helping the individual child with the full range of curriculum activities and use of information technology as appropriate.
2. Work with the child leading teaching and learning activities as planned by the class teacher.
3. Carry out planned assessment activities and provide assessment information on the child to the teacher.
4. Prepare, display and mount work, set out equipment/materials for educational use under the direction of class teachers.
5. Make and maintain teaching aids and equipment, for example undertake simple repairs of books and equipment.
6. In collaboration with class teachers ensure classrooms and other teaching areas are kept in a tidy state and equipment and materials are stored correctly.
7. Provide physical care and attention for personal needs, including care of children who are sick
8. Undertake supervision of children in the playground and dinner room as determined by the Headteacher.
9. Liase with teachers and other staff at the school to obtain, exchange and record information on individual children.
10. Assist with tasks in respect of classroom activities as required including maintaining library books, records; maintaining classroom supplies and general classroom duties such as photocopying, filing.
11. Assist Class teachers in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, summer fairs and open-evenings.
12. Assist class teachers in supporting volunteer helpers and students in the classroom.
13. Assist class teachers in supporting Home School Links initiatives such as accompanying teachers on home visits.
14. Attend staff meetings as necessary during hours of employment.
15. Assist supply staff with the daily classroom routine as determined by the class teacher.

16. Where the postholder is employed to work with special needs pupil(s) s/he will undertake specific support duties in respect of those pupils, in this case working alongside those pupils with SEND needs at the direction of the Head of Safeguarding, SEND, Behaviour and Pastoral Care
17. Such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.