

**Alderman's Green Primary School**  
**'Where everyone believes in us and we believe in ourselves'**

**Job Description – SEND Learning Support Assistant Grade 3**  
**Term time only plus 5 teacher training days**

**Job Purpose**

**Duties and Responsibilities**

1. Supervise and support children with additional needs on a 1:1 basis, or within the classroom environment and during unstructured times, as directed. This includes personal care for children who require it.
2. Work collaboratively with teaching staff/SENco in order to aid access to the curriculum, and to support the EHCP, Behaviour Plan & programmes designed for individuals or groups of children.
3. Assist the teacher/SENco with the planning of learning activities, preparing or modifying work for individuals or small groups of children as directed.
4. Assist the teacher/SENco, to support pupils to achieve learning goals
5. Support teaching activities and provide support for specific curriculum areas
6. Supervise pupils outside of lesson time i.e. lunchtime / unstructured times to develop social learning opportunities
7. Undertake supervision and discipline of pupils within the procedures of the school, providing detailed and regular feedback as appropriate
8. Ensure pupils are able to safely use equipment / materials provided
9. Prepare and organise teaching resources including use of ICT, checking and maintenance of Service equipment and materials
10. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.
11. Attend staff and whole school meetings as necessary
12. Participate in personal and professional development activities and attend training relevant to the posts to meet changing demands of the post
13. And such other duties as are within the scope and the spirit of the job purpose and it's grading.

**The Trust is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

The Trust will take all reasonably practicable steps to ensure the health, safety and welfare of all employees and any other person that enter the school or are affected by the activity undertaken, in line with statutory compliance. All employees are required, to adhere to the Trust's policies and procedures to protect themselves and others around them. Health and safety does not stand alone; it is embedded into daily practice, in line with relevant health and safety legislation, safeguarding and Ofsted requirements.

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

In accordance with the GDPR UK regulations, duties which include processing of any personal data must be undertaken within the scope of the Trust's Data Protection policy.

**Alderman's Green Community Primary School**  
**'Where everyone believes in us and we believe in ourselves'**

**Person Specification – SEN Teaching Assistant Grade 3**

<b>Area</b>	<b>Essential</b>	<b>Criteria will be measured by:</b>
<b>Knowledge:</b>	An understanding of the needs and characteristics of children. An awareness of the difficulties likely to face pupils with special needs. Some understanding of child development and the way children learn An understanding of the role adults play in children's learning. An understanding of equal opportunity issues and an awareness of what this involves, e.g. being able to communicate with people from minority groups, people with disabilities.	Job Application and Interview
<b>Skills:</b>	Skilled in maintaining good relationships To communicate clearly in speech and writing. To have competency skills in numeracy and literacy, e.g. to be able to spell, punctuate correctly, etc. To have good organisational skills. To be able to explain tasks simply and clearly. To be supportive, patient and caring.	Interview
<b>Abilities:</b>	To assist children on an individual basis but also as part of a team. To be able to support children who are ill or need toileting. To be able to deal with tasks such as toilet accidents. To be able to deal with situations calmly and efficiently. To be able to move equipment if necessary. To be able to accept authority and supervision and respond appropriately. To be able to conduct yourself in a professional manner at all times – acting as a role model to our children through your actions. To demonstrate a friendly but firm manner and to engage effectively with children	Interview
<b>Educational Achievements</b>	Holds a recognized and relevant qualification at NVQ Level 3 (or equivalent). GCSE Grade C or equivalent in English and Maths essential	Job Application
<b>Experience:</b>	Experience of working with children in a school setting is essential	Job Application and Interview
<b>Special Requirements:</b>	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment  <b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b>	