

## Job Description and Person Specification

### SEND Learning Support Assistant

#### Job Description:

##### Core responsibilities

- Assist, support, and facilitate access to all aspects of the curriculum and school life for a child with an Educational Healthcare Plan (including speech and language and communication difficulties)
- Ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.
- Run specific programmes and activities to assist the pupil's individual learning and social needs.
- Implementing the targets on the pupils' Educational Healthcare Plan (EHCP) in liaison with the class teacher, Inclusion Leader and SENDCo.
- Develop and manage specific intervention sessions with children to support them making progress.
- Undertake break and lunchtime duties.
- Support the pupil with making friends and understanding how to interact with peers in a setting less formal than the classroom.
- Demonstrate highly effective behaviour management practice that results in high standards of pupil learning behaviours, independence and self-discipline.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Actively promote the Academy's core values, and lead by example to inspire all children to embody these.
- Undertake any professional duties that might be delegated by the Head of School.

##### General responsibilities

- Promote the agreed vision of the STEP Academy Trust and implement all relevant policies.
- Be committed to raising standards of achievement.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Maintain high expectations and insist the children always produce their best.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Take an active part in the life of the school.
- Participate in scheduled meetings, including staff CPD sessions.
- Participate in duty rosters, including break and lunchtimes.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

## Person Specification:

<b>Qualifications and Experience</b>					
<b>Essential</b>		<b>Desirable</b>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
1	<i>NVQ 2 for Teaching Assistants or equivalent qualifications or experience.</i>	<i>Training in the relevant learning strategies e.g. speech and language.</i>	✓		
2	<i>GCSE Mathematics and English at Grade C / 4 or above (or equivalent).</i>		✓		
3	<i>Good understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</i>	<i>First aid qualification or a willingness to work towards one.</i>	✓	✓	✓
4	<i>Experience of working with primary aged children.</i>	<i>Experience of working with a range of children across KS1 and KS2.</i>	✓	✓	✓

<b>Abilities and Skills</b>					
<b>Essential</b>		<b>Desirable</b>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
5	<i>Ability to plan, organise and prioritise work in order to meet deadlines.</i>		✓	✓	
6	<i>Effective behaviour management skills.</i>		✓	✓	✓
7	<i>High standard of spoken and written English.</i>		✓	✓	✓
8	<i>Ability to think creatively and actively seek solutions to problems.</i>		✓	✓	✓

<b>Knowledge and Understanding</b>					
<b>Essential</b>		<b>Desirable</b>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
9	<i>Good understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</i>	<i>Basic understanding of child development and learning.</i>	✓	✓	✓
11	<i>Understanding of innovative and creative strategies that enable children to make excellent progress.</i>		✓	✓	
12	<i>Thorough understanding of and commitment to equality of opportunity</i>		✓	✓	
13	<i>Knowledge of safeguarding and child protection issues.</i>		✓	✓	

<b>Personal Skills and Attributes</b>					
<b>Essential</b>		<b>Desirable</b>	<i>Application</i>	<i>Interview</i>	<i>Observation</i>
14	<i>Enthusiasm for learning and working with children.</i>		✓	✓	✓
15	<i>Excellent communication and interpersonal skills.</i>		✓	✓	✓
17	<i>Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.</i>		✓	✓	
18	<i>Ability to work independently and on own initiative.</i>		✓	✓	