



## Learning Support Assistant 1:1 SEN Job Description

<b>Responsible to:</b>	<b>The Principal</b>
<b>Line Manager:</b>	<b>SENDCo</b>
<b>Main Functions:</b>  To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them.	
<ol style="list-style-type: none"><li>1. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:<ul style="list-style-type: none"><li>● Ensuring the pupil is able to use equipment and materials provided</li><li>● Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs</li><li>● Delivering the curriculum as stated in their EHCP including liaison with specialists</li><li>● Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task</li><li>● Liaising with class teachers, SENDCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate</li><li>● Providing additional nurture and life skills</li><li>● Consistently and effectively implementing agreed behaviour management strategies</li><li>● To organise and make appropriate resources to support the pupil</li></ul></li><li>2. To establish supportive relationships with the pupil concerned</li><li>3. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner</li><li>4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li></ol>	



5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self reliance and self esteem.
6. To record observations and assessment in the appropriate format (Tapestry).
7. To support the pupil in developing social skills both in and out of the classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning.
9. To provide regular feedback on the pupil's learning and behaviour to the SENDCO, including feedback on the effectiveness of the behaviour strategies adopted
10. Where appropriate, to know and apply positive handling techniques
11. To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
12. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
13. To be aware of confidential issues linked to home/pupil/teacher/school
14. To contribute towards reviews of the pupil's progress as appropriate
15. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
16. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
17. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
18. To accompany teacher and pupils on educational visits
19. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

**This job description sets out the duties of the post at the time it was drawn up.**

**The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.**

**This is a common occurrence and would not justify a reconsideration of the grading of the post.**