

## JOB DESCRIPTION



School: WHITLEY PARK PRIMARY AND NURSERY SCHOOL

Job Title: SEND LEARNING SUPPORT ASSISTANT

Grade/Salary Range: RG2b scp  
3-4  
Gauge Code: K360 (Sept 2023)

### JOB PURPOSE

To work under the direction of the teaching staff, in supporting pupils with an EHCP/on an EHCP pathway

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Responsible to: Class teacher

### MAIN DUTIES AND RESPONSIBILITIES

#### SUPPORT FOR PUPIL

- Have respect for children's personal dignity and help to develop independence skills
- Be aware of and monitor the medical needs of identified children, administering medication as required
- Support children with learning and development

#### SUPPORT FOR THE TEACHER/SENCo

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide regular feedback to teachers on pupil's achievement, progress, problems etc.
- Maintain and develop communication with parents
- Support the management of behaviour following school policy under the direction of the class teacher and promote the social, cultural, emotional and moral development of the child

#### SUPPORT FOR CURRICULUM

- Working with SEND children, engaging in educational activities and programmes under the direction of the class teacher
- Give support, as appropriate, for curriculum learning

#### SUPPORT FOR SCHOOL

- Maintain health and safety standards and a high level of hygiene
- Ensure areas are tidied after activities and check equipment for safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, positive handling and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities
- Establish constructive relationships and communicate with other professionals/agencies in liaison with SENCo
- Attend and participate in meetings when appropriate
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise identified pupils on visits, trips and out of school activities as required

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

N/A

**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post? ENHANCED

What Level H&S Responsibilities are applicable to this post? LEVEL 1/2

**SCHOOL : WHITLEY PARK PRIMARY AND NURSERY SCHOOL**

**JOB TITLE: SEND LEARNING SUPPORT ASSISTANT**

**QUALIFICATIONS/EDUCATION/TRAINING:**

- Good numeracy & literacy skills
- First Aid trained (or willingness to attend relevant training)

**EXPERIENCE:**

- Experience working with children with medical needs
- Experience of supporting a child in a classroom setting
- Experience of supporting SEND

**SKILLS AND ABILITIES:**

- Willing to take initiative, whilst being able to respond to instruction
- Have a flexible and adaptable approach
- Have respect for pupils and ensure that they are treated with dignity at all times
- To be willing and to be able to meet the needs of pupils
- Have a non-confrontational approach to behaviour and be able to implement behaviour management strategies in line with school policy
- Have good interpersonal and organisational skills
- Have a good sense of humour
- Full working knowledge of relevant policies/codes of practice/legislation
- Good understanding of child development and learning processes
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Willingness to take on further training if need identified

**SPECIFIC WORKING REQUIREMENTS:**

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