LEOPOLD
Primary School

JOB DESCRIPTION

SEN Specialist Learning Support Assistant

1. Job Purpose:

1.1 To work under the guidance of senior staff, and within an agreed system of supervision, to implement agreed specialist work programmes with individuals/groups with children who have additional needs.

1.2 To assist the teacher/other staff in the whole planning cycle, support with professional development and training and the management of resources.

1.3 To contribute to the overall ethos, work and aims of the school.

2. Principal Accountabilities And Responsibilities:

2.1 Implement structured and agreed learning activities and teaching programmes for individuals and groups of pupils.
2.2 Adjust learning activities and teaching programmes to take account of pupil needs and responses.
2.3 Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
2.4 Use specialist skills/training/experience to support identified pupils learning.
2.5 Assist pupils to access learning activities through specialist support, recognising and responding to their individual needs.
2.6 Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
2.7 Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.

2.8 Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans.

2.9 Monitor and evaluate pupils' progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against pre-determined learning objectives.

2.10 Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.

2.11 Provide objective, accurate and detailed feedback to the teacher on pupil progress, achievements, and other matters ensuring the availability of appropriate evidence.

2.12 Provide feedback to pupils on their progress, development and achievement.

2.13 Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents/carers with teacher or as directed.

2.14 Promote and employ strategies to enable the inclusion and acceptance of all pupils, encourage self-esteem, and recognise and reward independence and self-reliance.

2.15 Promote positive values, attitudes and pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.

2.16 Determine the need for, prepare and maintain general and specialist equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.

2.17 Administer routine tests, invigilate exams, and undertake marking of pupils' work.

2.18 Provide clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, administering coursework, and production of worksheets for agreed activities.

2.19 Undertake planned supervision of pupils' out of school hours learning activities.

2.20 Supervise pupils on trips and school activities as required.

2.21 Participate in training and development activities and programmes, and attend and participate in meetings, as required.

2.22 Establish and develop constructive relationships with other agencies/professionals, in liaison with the teacher, to support progress and achievement of pupils.

2.23 Provide guidance and supervision and assist in the training and development of staff as appropriate.

2.24 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:

- child protection,
- health, safety and security,
- confidentiality, and
- data protection.

2.25 Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

2.26 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

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PERSON SPECIFICATION

SEN Specialist Learning Support Assistant

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. ABILITIES			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.	*	*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional	*	*	

and operational boundaries, and to work as a member of a team.			
(e) Ability to work on own initiative, and to prioritise between conflicting demands.	*	*	
(f) Ability to self-evaluate learning needs and to develop new skills and learning opportunities.		*	
2. SKILLS			
(a) Evidence of commitment to continuous learning within a learning environment.	*	*	
(b) Strong verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*		*
(c) Strong numeracy skills appropriate to the learning levels of the target pupil groups.	*		*
(d) The ability to converse at ease with members of the public and provide advice and information in accurate spoken English			
3. KNOWLEDGE			
(A) Full working knowledge of relevant education policies, codes of practice and procedures, and awareness of relevant legislation.		*	
(b) Working knowledge and understanding of	*		

national/foundation stage curriculum and other relevant learning programmes and strategies.			
(c) Understanding of key principles of child development and learning.	*		
4. EXPERIENCE			
(a) Previous successful experience in working with children of *primary age including Nursery*	*		
5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
(a) HLTA qualification or above	*		
(b) Evidence of successful completion of training in relevant strategies, e.g. literacy and/or in particular curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.	*		
6. EQUAL OPPORTUNITIES RELEVANT TO THE POST *(mandatory)*			
Understanding and commitment to the Council's Equal Opportunities policy.	*	*	