



## JOB DESCRIPTION

<b>Authority: West Berkshire Council</b>	<b>Department/Division: Education</b>
<b>Post Reference No:</b>	<b>Location: Purley Primary School</b>
<b>Job Title: Special Educational needs Learning Support Assistant</b>	<b>Grade/Salary Range: Grade B - C £6701 – 7254, term time only</b>
<b>Term of Contract</b>	<b>Fixed Term 1 year (initially)</b>
<b>Hours</b>	<b>17 hours per week All day Monday, Tue-Fri mornings</b>
<b>Start date</b>	<b>September 2019</b>

### JOB PURPOSE

To assist in the support and inclusion of pupils with special educational needs within the school

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This is a post within the structure of the majority of Primary and Secondary schools in the authority. It is directly supervised by the Headteacher.

### MAIN DUTIES AND RESPONSIBILITIES

#### ***A. Supporting the pupil***

1. To develop a knowledge of a range of learning support needs relevant to the school
2. To develop an understanding of the specific needs of pupils to be supported
3. To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside the classroom  
eg: Clarifying and explaining instructions  
Ensuring the pupil is able to use necessary equipment  
Motivating and encouraging the pupil/s  
Assisting in areas of specific weakness, such as speech and language or writing tasks  
Helping pupil/s to concentrate on and finish work set  
Attending to pupil's personal and health needs  
Developing appropriate resources to support the pupil/s

Assisting in the management of pupils' social interactions and behaviour

4. To establish a supportive relationship with the pupil/s concerned
5. To establish acceptance and inclusion of the pupil/s in the classroom
6. To manage pupil/s as advised by the SENCo and class teacher
7. To use methods of promoting / reinforcing the pupils' self esteem
8. To ensure the safety of the pupil/s whilst in your care
9. To carry out any specific duties as outlined in the pupil/s Education and Health Care Plan (EHC) / Support and Achievement Plan ( SAP)

### ***B. Supporting the SENCo and Class Teacher***

1. To assist SENCo to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
2. To maintain the SEN team's system of recording and monitoring of pupil's progress
3. To provide feedback about pupils' difficulties and / or progress to the SENCo and Class Teacher
4. To write reports about the pupil/s' progress as requested by the SENCo
5. To participate in the evaluation of the support programme, with the SENCo and Class Teacher
6. To help adapt / find differentiated materials to enable pupil/s to access the class curriculum
7. To report any problems about arrangements or any incidents to the SENCo, or if unavailable, to the Class Teacher

### ***C. Supporting the school***

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of / follow school policies and procedures
6. To maintain confidentiality about home-school / pupil-teacher / school work matters.
7. To complete any other task as directed by the Headteacher

### **SCOPE OF JOB (Budgetary/Resource control, impact)**

**No supervisory responsibilities**

**No responsibility for the budget**