

LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION

Department	SEND
Main purpose of role	<p>We are seeking to appoint an enthusiastic and highly motivated part time Learning Support Assistant working in Special Educational Needs and Disabilities (SEND) department.</p> <p>The Learning Support Assistant will assist and support a specific child both inside and outside the classroom. The child will be in a mainstream Year 3 class in September. You will need to support swimming and sport, some of which will fall outside of school hours</p> <p>The opportunity to work additional hours in the SEND department may be available for the right candidate.</p> <p>We see our Learning Support Assistants as a key part of the team in the classrooms, who can have an enormous impact on teaching and learning.</p>
Reporting to	Special Educational Needs Coordinator
School Aims	<p>Mission Statement</p> <p>The mission of Crescent School is to provide an outstanding all-round education for its pupils. To achieve this goal, we strive to create an environment that is caring, nurturing, and supportive of the needs and interests of every child and with an awareness of our place in the wider community. We are a school with Christian values and traditions and also welcome children of different faiths and those of no faith.</p> <p>School Ethos</p> <p>As a school community, Crescent School shares certain core values and beliefs. We seek to foster and develop the qualities of kindness, tolerance and mutual respect in a safe and caring environment, where staff and families work together to deliver an inspiring, challenging and varied curriculum.</p> <p>Our shared values are expressed in the Crescent School Promise:</p> <p>Good Friends We are kind to each other We forgive each other and work things out together We are gentle and caring We use our manners all the time</p> <p>Good Learners We work hard and try our best We never give up and always try again We are calm and sensible We listen and don't interrupt</p> <p>Good Citizens We try to keep safe and be responsible We respect everyone and we are tolerant We are honest and tell the truth We keep our school tidy and take pride in our clothes and our uniform</p> <p>These simple guidelines and convictions, shared by staff and pupils, are at the heart of everything that we do.</p>

Key duties and responsibilities**Supporting the pupil**

- To provide learning support for the pupil in class or in 1:1 situations.
- To support during break and lunchtimes, aiding social interactions and support sensory needs.
- To develop knowledge of the particular needs of the child and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g., worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENCo, with input from Educational Psychologists or other outside agencies.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

Supporting the SENDCO

- To work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENDCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENDCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review, if required, by writing a brief report and attending the meeting.

Supporting the School

- To be responsible for implementing Safeguarding and Health and Safety policies and procedures
- To foster links between home and school
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENDCo or Head Teacher

The Foundation reserves the right to amend these duties from time to time according to business needs

Hours and place of work	<p>The hours of work will equate to between 15 and 18 hours a week. Specific days and hours of work will be discussed with candidates at interview, where a certain amount of flexibility will be possible.</p> <p>Benefits include 25 days holiday per annum plus bank holidays (pro rata) to be taken during Crescent School school holidays</p>
Salary	<p>The starting salary for this role is between D5 and D10 of the Princethorpe Foundation support staff scale, currently £25,106.25-£26,411.78 per annum full-time equivalent by negotiation, depending on qualifications and relevant experience.</p>
Safeguarding Children	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
Mandatory training	<ul style="list-style-type: none"> ● Safeguarding training ● Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	Knowledge and experience of supporting learners with Specific Learning Difficulties in the classroom		Y
	Knowledge and experience of supporting learners on a 1:1 basis		Y
	A broad-based knowledge of a range of learning difficulties and how to support children with additional needs	Y	
	Knowledge and experience of supporting learners with hearing impairment or sensory processing needs		Y
	Experience of supporting students of all ages and abilities to make excellent progress and achieve alongside their peers	Y	
	ICT skills appropriate to the position – word processing and office applications	Y	
	Willingness to learn new ICT skills and applications as needed for the role	Y	
Personal job-related skills	A passion for inclusive education	Y	
	A willingness to undertake further job-related study and CPD	Y	
	Drive, determination, enthusiasm and the ability to work hard	Y	
	The ability to work collaboratively with colleagues	Y	
	Being willing to learn new skills and take new initiatives.	Y	
	Excellent interpersonal skills, including the ability to work and relate well to people on all levels with tact and consideration	Y	
	Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines	Y	
	Strong interpersonal written and oral communication skills	Y	
	Strong organisational and time-management skills	Y	
	The ability to develop positive relationships with all young people	Y	
	The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	Y	
	Confidence, resilience, flexibility and self-motivation	Y	
	High levels of honesty and integrity	Y	
Qualifications	A relevant and appropriate qualification in SEN		Y
	TA GNVQ Level 2/3 or HLTA qualification		Y

	GCSE English and Maths or equivalent	Y	
	At least a good secondary level education	Y	
Other requirements	Previous relevant CPD on supporting learners with SEND	Y	
	A commitment to the safeguarding and welfare of all pupils.	Y	
	A commitment to support and uphold the school ethos	Y	