



# St Edmund's Catholic School

## LEARNING SUPPORT ASSISTANT

### Job Description

Responsible to: Special Educational Needs Co-ordinator (SENCo) and Headteacher

Receives instructions from: SENCo / Class teacher

### Responsibilities

- To provide specific assistance and support for children with Special Educational Needs and/or Disabilities (SEND)
- To provide additional general classroom support

### JOB DUTIES:

#### **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 of the classroom.
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 while in your care
9. To carry out any specific duties as outlined in the pupil/s Learning Support Plan [LSP]
10. To support pupils with intimate personal care

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

1. To assist the SENCo and class teacher 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 pupils' progress
3. To provide feedback about pupils' difficulties and/ or progress to the class teacher
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**

##### **To support the Catholic ethos of 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 SENCo or head teacher

## **Person Specification**

### **Essential:**

- A supportive attitude towards the Catholic ethos of the school
- Fully committed to the safeguarding of our pupils
- A demonstrable interest in working with children with Special Educational Needs
- Good literacy and communications skills
- An eagerness to support parents and children
- A desire to work in a school setting
- The ability to work as a member of a team
- Basic ICT skills including the ability to use a word processing package

### **Desirable:**

- Practising Catholic
- Experience of working with child with a variety of SEN, including Autism Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD).
- An understanding of the issues relating to the different areas of SEN.
- Advanced ICT skills