

**Job Description**  
**SEN Learning Support Assistant**



**Name:**

**One to One LSA with:**

**Contribute to the management of pupil behaviour**

- Promote school policies on pupil behaviour
- Support implementation of strategies to manage behaviour
- Contribute to the management of pupil behaviour
- Employ strategies for behaviour management and report any problems to the teacher
- Report any progress towards targets for children with Behaviour Support Plans
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

**Establish and maintain relationships with individuals and groups**

- Establish relationships with individuals
- Establish relationships with groups

**Support pupils during learning activities**

- Provide support for learning activities
- Obtaining equipment
- Providing help with learning tasks
- Feeding back to the teacher on progress made
- Promote independent learning
- Encouraging students to take responsibility for their own learning and promoting development of self-esteem

**Review and develop own professional practice**

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

**Assist in preparing learning environment**

- Prepare resources and materials
- Assist in setting out learning materials and set out materials for use appropriate to the planned activities
- Confirm type and quantity of materials with teacher

**Contribute to maintaining pupil records**

- Confirm role and responsibility for helping to maintain record with teacher
- Confirm understanding of purpose and nature of relevant pupil records with teacher
- Update relevant records at agreed time intervals
- Ensure that contributions are accurate, complete and up to date

**Observe and report on pupil performance**

- Knowledge of observation techniques and understanding types of reporting, including verbal and written
- Carrying out observations after consultation with the teacher about purpose
- Record findings in agreed format

#### **Contribute to planning of learning activities**

- Understand the most effective way in which to support learning for a given task
- Understand the needs of pupil/s with whom working
- Discuss expected learning outcomes with teacher and agree upon success criteria
- Provide feedback for teacher on outcomes of learning activity
- To take part in planning sessions with class teacher, including group and individualised work programmes, e.g. Individual Education Plans (IEP's), and reviewing work activities

#### **Promote social and emotional development of pupils**

- Support pupils in developing appropriate relationships
- Help to develop self-esteem of pupils
- Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies
- Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

#### **Support maintenance of pupil safety**

- Demonstrate awareness of symptoms associated with minor health problems
- Have full knowledge of Health & Safety policy
- Respond to minor health problems, for example with regard to asthma, allergies etc.
- Report any illness to teacher or other member of staff responsible for dealing with pupil health

#### **Contribute to health and wellbeing of pupils**

- Awareness of strategies for assisting pupils to settle into new settings
- Help pupils to adjust into new settings
- Recognise signs of distress and offer reassurance
- Support use of ICT in the classroom
- Knowledge of the sorts of equipment available in school and where to find them
- Procedure for reporting technical faults
- Procedure for allocating ICT equipment for classroom use
- Prepare equipment for use
- Support classroom use of equipment

#### **Provide support for multilingual/bilingual pupils**

- Knowledge of the school's policy for supporting multilingual/bilingual pupils
- Explain purpose of activities to children
- Agree with teacher strategies for supporting pupil
- Knowledge of school's policies for inclusion, equal opportunities, multiculturalism and anti-racism
- Help pupils to access the curriculum and support development of target language
- Utilise cross curricular opportunities to develop target language skills

- Deal with the challenges of the language demands of learning activities in ways that maintain pupil confidence and self-esteem

**Help pupils to develop literacy and numeracy skills**

- Knowledge of school's policies for literacy and numeracy
- Working with individuals and groups on number or literacy tasks

**Provide literacy/numeracy support to allow access to curriculum**

- Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
- Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

**Liaison with other team members and parents in a professional manner**

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Head Teacher
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers
- Contributing effectively to planning of joint actions within the team
- Refer matters beyond competence and role to other professionals in school
- Care for children in ways that have regard for their home values and practices;, complying with parent's wishes
- Reassure parents who express concerns about their children
- Ensure that parents' requests to see a teacher are dealt with promptly
- Pass on concerns about pupils to relevant people in the school

Signed: \_\_\_\_\_ Post Holder

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_