



THE HIGHCREST ACADEMY JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT (SEN)

Job Purpose: You will be accountable for supporting students with Special Educational Needs, both within the mainstream classroom and in small groups or 1:1 as directed. You will support pupils in raising their standards of academic achievement, behaviour, confidence and self esteem.

You will be responsible to: The SENCO

Main Duties and Responsibilities

In the Classroom and under the direction of the Class Teacher

To support teachers in making learning accessible for pupils on the SEN or EAL Register by:

- working with and supporting individual pupils or groups of pupils with specific activities set by the teacher
- participating in the lesson planning process, discussing with the classroom teacher the planned learning objectives and evaluating the learning outcomes for the lesson
- supporting the development of pupils' social behaviour, attitudes and skills
- assisting with the preparation of differentiated work for designated SEN pupils
- assisting with the preparation of the classroom for use and helping to set out/put away books, work-sheets, equipment and apparatus
- assisting pupils to prepare work for display
- assisting with the care of the students outside lesson time, this will include homework club at the end of the school day and during lunchtime

In the Learning Support Department and under the direction of the SENCO

- To prepare differentiated materials for designated SEN pupils
- To work with individuals or small groups of pupils on a supervised withdrawal basis on literacy and numeracy programme
- To assist in the delivery of extra support to designated pupils at registration time
- To assist with the after-school home-work club and lunch club
- To give verbal and written feedback to the SENCO about the progress of the pupils being supported in the classroom
- To attend training days and relevant courses to develop and broaden knowledge, understanding and skills
- To assist with the supervision of pupils on educational visits and outings, as appropriate
- To undertake other clerical and administrative tasks as appropriate
- To participate in the School's appraisal process
- To attend parent consultation meetings when required

Other

- All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.

- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: