STOKENCHURCH PRIMARY SCHOOL
JOB DESCRIPTION

Post	SEN Learning Support Assistant (LSA)
Salary Scale	Buckinghamshire School Pay Range 2, (point 11 – 15)
Hours	8.45am – 3.30pm (to include 30 mins unpaid lunchbreak) 26.25 hours per week – 39 weeks per year (to include Training Days)
Contract Type	Full Time (Term Time Only) – Fixed Term (end date 31/08/27)
Reporting to	Phase Leader/SENCO

PURPOSE OF THE JOB:
To collaborate with teachers in delivering programmes of teaching and learning activities and wellbeing support for children identified as needing additional support. The primary focus is to undertake educational activities with individuals, within a framework agreed with and under the overall direction and supervision of a qualified teacher.

The following does not represent an exhaustive list but gives an indication of the role of the post.

KEY DUTIES AND RESPONSIBILITIES:

- Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- Regularly assess, record and report on development, progress and attainment as a part of the assess, plan, do, review cycle.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- Support pupils in their social and emotional well-being, monitoring behaviours and communicating with the teacher as appropriate.
- Help to keep the children safe.
- Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- Support the role of parents and carers in pupil learning. Contribute to meetings with parents and carers to provide constructive feedback on pupil progress, achievement and wellbeing.
- Actively contribute to the school's inclusive environment for all children
- Promote and support good communication and positive relationships between home and school.

WORKING WITH CHILDREN
Under the guidance / direction of relevant members of the teaching staff:

- To work with individual or groups of children in or outside the classroom, on specific activities, such as:
  - reading, writing, running ELS, ALS and FLS initiatives
  - practical, creative, recreational activities
  - the use of specialised equipment e.g. computers
  - To assist children, for example with toileting, the attainment of personal hygiene skills, the removal/replacement of clothing/footwear
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- To refocus children and ensure that they are 'on task'
- To guide and assist the development of children's:
  - social behaviour, attitudes and skills
  - independence skills
  - literary, mathematical, scientific, technological and manipulative skills
- To assist with the implementation of specific learning, behavioural modification and therapy programmes
- To support children with sensory/physical problems – as and when necessary e.g.:-
  - assist in mobility training
  - assist in the provision of physical management programmes
  - assist with alternative methods of communication with non-communicative children.

ASSESSMENT OF CHILDREN

- General observation of children, giving feedback to staff – as relevant
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant members of the teaching staff
- To keep formal records of activities undertaken and of developmental achievements.
- To retain evidence of key stages of development attained
- To assist with assessment of key stages and Foundation Profiles
- To update Tapestry where appropriate
- To support invigilation of a group of children in or out of the classroom
- To provide information for, attend and contribute to, the annual review process and /or case conferences.
- To attend other relevant meetings concerning the social and/ or educational needs of the child(ren)

CARE AND WELFARE

- Where a First Aid qualification has been achieved, staff to provide administration of first aid when necessary and keep accurate records
- Deal with minor medical needs – such as checking hearing aids, etc.
- When necessary, to issue prescribed medication – in line with the schools policy and procedures and following prior agreement with the parents
- To ensure prompt attention received by any child requiring medical assistance
- To ensure Health and Safety regulations are complied with at all times

LIAISON WITH OTHER STAFF, PARENTS, MULTI-PROFESSIONAL SERVICE REPRESENTATIVES

- As necessary, to liaise with other members of staff, parents and representatives from professional support services e.g. health visitors, school nurse and other agencies
- To support persons undertaking training and work experience
- To liaise with the School's Special Needs Governor – as required
- To telephone parents/carers regarding daily occurrences e.g. uniform issues, medical needs
- To guide and assist parents working within the school
- To attend Parents Consultation Meetings in line with school policy

ADMINISTRATION

- To undertake administrative tasks at the direction of the Headteacher – and help contribute, in general terms, to the smooth running of the School
- To undertake specific administrative tasks – associated with those children receiving special care or attention – as relevant and directed
- To support with communications to parents/carers
- To register children and sign homework diaries when requested by the Class Teacher

OTHER ASSOCIATED TASKS

- Attend relevant courses / training to develop and broaden awareness
- Participate in School activities
- Bring children off the playground and into class when necessary
- Reinforce the standards and expectations that exist within the School

Any other duties and responsibilities, which do not change the general character and purpose of the post, as may be required, following consultation with the Headteacher.

Name: _____

Signed_____ Post Holder Date: _____

Signed _____ Headteacher/Deputy Headteacher Date: _____