

Job description



Job title	SEND Learning Support Assistant				
Service Area	Gearies Primary School		Function		
Team	Practitioner (SEN)	Hours	32 hours per week	Grade	LBR3
Reports to	Assistant Head, Inclusion / SEND Managers / Class teachers				
Responsible for	N/A				
Purpose of job					
To support children with additional learning needs under the direction of the Assistant Head – Inclusion, SEND Managers or class teachers.					
Main duties and responsibilities					
<p>The nature of this work is especially sensitive and therefore the Practitioner must not discuss any children or their work with people outside of the school.</p> <p>Duties will include the following:</p> <ul style="list-style-type: none"> • working in collaboration with the children's class teachers • contributing to records kept on pupil progress • discussing how the children cope with their work with the SENCO and class teachers • directing allocated tasks with the children • be responsible for the welfare, well-being and discipline of the children in the school • to have a consistent, positive approach to all aspects of school life • safeguard children's health and safety • follow all procedures in the Health and Safety document of the school • discuss with the Child Protection co-ordinator suspected abuse or signs of non-accidental injury • cater for the personal needs of SEN children (including personal care and toileting) • support children during the lunch period and contribute to the work of the support staff on duty at that time of day <p>The job description is not necessarily a comprehensive definition and you may be required to undertake other tasks appropriate to the position as the Co-Headteachers may require.</p>					

Signed:

Date:

Person specification



Job Title	Practitioner (Learning Support Assistant)				
Service Area	Gearies Primary School		Function		
Team	Practitioner (SEN)	Hours	32 hours per week	Grade	LBR3
<i>Weighting: Essential, Desirable</i>					
Selection Criteria					Weighting
Education and Qualifications:					
Level 2 qualification in a relevant field					Essential
English Language and Maths GCSE at grade C or higher (or equivalent)					Desirable
Experience/Knowledge/Skills/Competencies:					
The successful candidate will:-					
<ul style="list-style-type: none"> • enjoy working with children 					Essential
<ul style="list-style-type: none"> • have experience of supporting children with special needs including managing personal care and toileting needs 					Essential
<ul style="list-style-type: none"> • be able to communicate clearly verbally and in writing 					Essential
<ul style="list-style-type: none"> • be able to work collaboratively with others as a part of a team 					Essential
<ul style="list-style-type: none"> • be able to take initiative with workloads 					Essential
<ul style="list-style-type: none"> • be able to follow instructions accurately 					Essential
<ul style="list-style-type: none"> • have an understanding of the needs of our culturally diverse community 					Essential
<ul style="list-style-type: none"> • be willing to learn and develop own skills and knowledge 					Essential
<ul style="list-style-type: none"> • have a good understanding of classroom ICT 					Essential