



Job Title - SEND Learning Assistant

Salary Grade range	£15,359 - £15,880 Actual Salary £24,027 - £24,404 FTE Band 4 SCP 3 - 4 Depending on experience
Hours	27.5 hours per week 09:00 - 15:00
Reports to	SENDCo

Job Description

Purpose of role:

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enable access to learning in the community as part of a teacher planned approach.

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Key accountabilities (and specific duties / responsibilities):

RANGE OF DUTIES:

- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.



- Will supervise and support pupils consistently at all times; recognising, responding and meeting the individual and physical needs of each child whilst ensuring their safety and education in the learning environment.
- Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations whilst promoting self-esteem and encouraging pupils to act independently as appropriate as well as interact and work cooperatively with others and engage in activities led by the teacher.
- Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use and clearing/storage afterwards.
- Will be aware of pupil progress, monitor/record pupil responses against predetermined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils.
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively under the direction of the teacher.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.

INTEGRITY:

We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with



themselves and others, and representing themselves and the Trust at all times in a truly positive way. This forms part of our ethos.

CHILD PROTECTION AND SAFEGUARDING:

Ensure that the child protection policies and procedures adopted by the Governing Body and Co-op Academies Trust are fully implemented and followed by all staff.

Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively.

OUR POLICIES

The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

The post holder should be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act and must be legally entitled to work in the UK.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort



Academies Trust

Name (print) :	
Signed :	
Dated :	

Co-op Academy Princeville is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments are made subject to an enhanced check with the Disclosure and Barring Service and a medical declaration.

Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

In line with KCSiE 2022, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.



Personal Specification - SEND Learning Assistant

Attributes	All attributes are essential (E) or desirable (D) as indicated below	How measured, e.g. application form (App), Ref (reference), I (interview)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a team situation • Experience of working with pupils who have special needs • Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities 	<p style="text-align: center;">D E D</p>	<p style="text-align: center;">App/I App/I/Ref App/I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Will be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person • Will be prepared to use relevant equipment once training has been provided if necessary • Problem solving skills • Good communication skills • Exercising advisory, guiding, negotiating and persuasive skills at a developed level • Good numeracy/literacy skills • Basic ICT skills 	<p style="text-align: center;">E E D E D E E</p>	<p style="text-align: center;">App/I/Ref App/I App/I/Ref App/I/Ref App/I App/I App</p>



<ul style="list-style-type: none"> • An understanding of the needs of a multicultural society • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs • Knowledge of childcare • Awareness of child development • Ability to relate well to pupils and adults. • Ability to remain calm under pressure. • Demonstrate a commitment to working with children of the relevant age. • Demonstrate good co-operative, interpersonal and effective listening skills • Maintain confidentiality in matters relating to the school, its pupils, parents or carers • Ability to perform all duties and tasks with reasonable adjustments where necessary • Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App</p> <p>App/I</p> <p>App</p> <p>App</p> <p>App/I</p> <p>App/I</p> <p>App/I</p> <p>App/I</p> <p>App/I/Ref</p> <p>App/I/Ref</p> <p>App/I/Ref</p>
<p>Fulfil wider professional responsibilities</p> <ul style="list-style-type: none"> • Ability to accept change • Willingness to share knowledge, expertise and experience • Be approachable and courteous and able to present a positive and professional image of the school • Maintain confidentiality in all matters relating to the academy, its pupils, staff, parents and carers • Be able to uphold and the academy ethos • Be able to follow the academys policies and procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App</p> <p>App/I/Ref</p> <p>App/I</p> <p>App/I/Ref</p> <p>App</p> <p>App/I/Ref</p>



<p>Qualifications and training</p> <ul style="list-style-type: none"> • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1 • Other relevant qualifications relating to the post e.g. Level 2 NVQ in Health/Childcare, first aid qualification • Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. Team Teach, Moving & Handling, Special Educational Needs. 	<p>E</p> <p>D</p> <p>D</p>	<p>App</p> <p>App</p> <p>App</p>
<p>Personal Qualities and Attributes</p> <ul style="list-style-type: none"> • Friendly • Approachable • Respect confidentiality • Good listening skills • Highly motivated and reliable • Tactful and diplomatic 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App/I</p> <p>App/I</p> <p>App/I</p> <p>App/I</p> <p>App/I/Ref</p> <p>App/I/Ref</p>

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.