



## Learning Support Assistant – Specific Project: Job Description



Day to day management by: SENCO  
Reports to: Deputy Head Teacher/Headteacher  
Scale: 3

This Specific Project LSA role involves taking responsibility for the care, development, learning and wellbeing of children within the SEN Support Group, alongside the class teacher and school SENCO. Children within the group will be working on specifically planned activities within classroom environment for much of the day. However, children within the group will also have planned periods of time in which they will be working outside the classroom, for which they will also require support.

All of the following applies specifically to the children within the SEN Support Group:

### Purpose of job:

1. To work alongside and in collaboration with the SENCO/Class teacher to support learning and promote the emotional, social and physical development of specific children (named).
2. To share in the care and well being of the specific children.
3. To work in close collaboration with Inclusion Team to support other children with SEN
4. To be the main key person supporting a child with a Statement of SEN (ASD)

### Duties

- To take an activity part in the planning, development and delivery of the curriculum for the children within the support group
- To plan alongside the class teacher for times in which the children are in the classroom
- Assist in the maintenance of records of children's development, progress and attainment
- Assist in the delivery of a pre-determined programme of learning for a child or children with more complex needs, including programmes for language development and motor skills development.
- To carry out programmes of observation and assessment as planned by appropriate professionals. Provide reports, evaluations and other information to assist in the provision of appropriate support for the child.
- Take an active part in ensuring specific child/ren make appropriately accelerated progress
- Take responsibility of tracking progress and bringing any issues to attention of the classteacher/SENCO
- To develop methods of promoting and reinforcing children's self esteem and independence around the school and within the classroom environment and where appropriate foster links between home and school.
- Assist the class teacher in encouraging acceptance and integration of the child/ren with special needs.
- Carry out therapy programmes under the direction of professionals, as and when required e.g. physiotherapy, occupational therapy and speech & language therapy
- Provide physical support and administer medication/procedures throughout the school day, as appropriate.
- Maintain personal equipment used by the child/ren at school.
- Work as part of a team and assist the classteacher/SENCO to ensure quality education for all the children.
- Actively support and implement school policies and procedures.
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher/SENCO.
- Set up resources under the guidance of the class teacher/SENCO and as required by the support group. Work with children on practical activities, giving assistance and encouragement.
- Create and maintain an attractive and safe learning environment for the children within the support group.

- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children). Report any concerns regarding children's welfare or education to the class teacher/SENCO.
- Under the direction of the class teacher/SENCO, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Supervise the movement of children around the school (e.g. the beginning and end of school sessions).
- Accompany children within the support group on educational visits.
- Supervise pupils at lunchtime, both eating meals and during play sessions. Take a lead in supporting the behaviour of pupils with particular regard to safety and school procedures.
- Assist support group children within seasonal events, e.g. parents' evenings, concerts, festivals.
- Attend appropriate staff meetings and training days/events as requested.
- Identify own training needs and attend relevant training as required.
- To adhere to the school's policy and procedures with regard to Performance Management.
- Assist with seasonal events e.g. parents evenings
- Any other duties required by the Headteacher within the scope of this post.
- This job description is subject to amendment from time to time within the terms of your conditions of employment as the needs of the school may require, but only to an extent consistent with those conditions of employment after consultation with you.
- DBS – The nature of the work requires that the post-holder has undergone checks by the DBS and has enhanced Disclosure.
- Equal opportunities – The post holder has a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.
- Health and Safety – The post holder has a responsibility for his/her own health and safety, and that of others who may be affected by their acts or omissions. In addition, Supervisors have responsibility to ensure that, on a day-to-day basis, work is conducted within the framework of all local guidelines and policy. Managers are responsible for implementing the school's Health, Safety and Welfare