Goring Church of England
(Aided) Primary School
Flourishing Together in Faith & Love

# Job Description

**Post title:** Learning Support Assistant - SEN
**Grade:** WSCC Grade 4
**Responsible to:** The Headteacher and the Governing body

## Main Purpose of the job:

To work under the instruction and guidance of Inclusion Leader and the leadership team to support pupils' learning.

## Principle Accountabilities

- Follow the guidance and directions of the Inclusion Leader and class teachers
- Be responsible for planning the delivery of programmes and activities as directed by the Inclusion Leader and class teachers
- Work with children to support their learning, social, emotional and behavioural development
- Deliver educational programmes to support learning and monitor the progress of groups of pupils or individuals
- Develop positive relationships with pupils and support them in their welfare and well-being
- Manage children's behaviour in a positive manner adhering to the School's Behaviour Policy
- Attend restraint / positive handling training if needed and adhere to the advice / strategies given
- Contribute towards and adhere to advice in behaviour plans / risk assessments for individual pupils
- Communicate any concerns regarding children's behaviour and achievements initially to the class teacher, then to the Inclusion Leader
- Maintain professional relationships with parents and visitors to the school
- Carry out observations, assessments and maintain records of children's learning/behaviour and work where appropriate and as directed by the class teacher, Inclusion Leader
- Contribute towards the creation and implementation of Individual Learning Plans
- Discuss children's progress with the class teachers and other professionals as required
- Keep a strict code of confidentiality over all school issues, particularly any pupil information, redirecting all questions or queries by third parties/parents to the class teacher, Inclusion Leader or Headteacher as appropriate
- Ensure that sick or injured children are taken to the appropriate first aider

- Participate in an appraisal process to support professional development
- Attend relevant training, both within school and arranged by outside facilitators during school hours
- support a pupil or group of pupils during lunchtimes if required
- attend to toileting needs of children and be prepared to clean up body fluid spillages in line with our intimate care policy
- carry out any other reasonable duties as requested by the Headteacher

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Headteacher reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the WSSC Code of Conduct for Employees, the WSSC model policy for Behaviour in the Workplace and the school's Code of Conduct.

Signed:…….. (Post holder)

Signed:…….. (Headteacher)

Date: ……..……

This job description is not your contract of employment. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Changes will not be made without consultation. This document must not be altered once it has been signed but will be reviewed annually.