



JOB TITLE	Learning Support Assistant, SEND experience
REPORTS TO	SENCO
LINE MANAGES	N/A
JOB SUMMARY:	
To support Teaching and Learning for a pupil in Middle School, through a combination of in-class support and resource preparation.	
KEY TASKS AND RESPONSIBILITIES	
Specifically for the child	
<ul style="list-style-type: none"> • Supporting individual child's learning by: <ul style="list-style-type: none"> ○ Clarifying instructions to enable immediate engagement with task ○ Monitor availability of appropriate equipment to support task ○ Help the child remain on task throughout the lesson ○ Prepare appropriate resources to support the child • Be prepared and aware of requirements in advance of the lesson • To deliver 1:1 learning and pastoral support under the direction of the SENCO, and class teachers • To give feedback of child's progress as appropriate • To provide playground supervision for child to enable safe play and encourage appropriate interaction • To support child's extra-curricular activities. 	
Generally	
<ul style="list-style-type: none"> • To support equal opportunities for all children and staff. • To have regard to the health and safety of all children and staff. • To be responsive and proactive with regard to the education and pastoral care of children. • To support all school policies. 	
SAFEGUARDING:	
<ul style="list-style-type: none"> • The post holder will be required to submit a Disclosure and Barring Check (DBS). • The post holder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or met. 	
ST AUBYN'S POLICY AND PROCEDURE	
<ul style="list-style-type: none"> • The post holder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations. 	



If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

November 2022