



SPECIAL EDUCATIONAL NEEDS LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

Frieth CEC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job profile recognises the requirements of the jobholder's contract of employment and reflects the vision, aims and policies established by the governors of the school.

Due to the nature of academic funding for children with Special Educational Needs & Disabilities (SEND) this post is classified as temporary.

1. Job Purpose

To work within the EYFS (Early Years Foundation Stage) Reception class environment, supporting a child with additional educational needs, including language and communication, attention, gross and fine motor skills and medical/physical needs including eating and dressing. This will involve working alongside him to help him access the environment and supporting him in developing social and play skills. The role will include supervising the pupil at all times to support and meet their particular needs and ensure they feel safe, secure and valued. At times you may also be required to work with small groups of children under the guidance of the class teacher and Special Educational Needs Coordinator (SENCO).

2. Key Tasks

- **Promoting Pupil Learning**

Under the guidance of the teacher:

- support the pupil in accessing the day to day learning activities
- support the pupils' well-being, behaviour and personal development to enhance their learning and life skills
- assist the pupil with additional requirements to meet their personal support needs eg: changing/eating requirements
- supervise the pupil at all times to support their particular needs and ensure they feel safe, secure and valued

- **Supporting the School**

- Maintain confidentiality both inside and outside the workplace
- Foster effective links between home and school
- Assist with school outings and events

- **Commitment to continuous professional development**

- Meet with assigned line manager to set and monitor personal objectives and professional development
- Undertake regular training as required by the school
- Take responsibility for keeping up to date with school policies and procedures, including for safeguarding and child protection and developments in the School Development Plan
- Take responsibility for keeping up with school developments in teaching and learning

3. Safeguarding

- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that you have a role to play in identifying concerns, sharing information and taking prompt action.
- Consider, at all times, what is in the best interests of the child.
- Know how to respond to a pupil who discloses abuse through understanding of 'Working together to Safeguard Children', and 'What to do if you suspect a Child is being Abused' (2015).

- Refer any safeguarding or child protection concerns to the DSL or if necessary, where the child is at immediate risk, to the police or Children's Social Care.
- Be aware of the Early Help process and understand your role within it including identifying emerging problems for children who may benefit from an offer of Early Help, liaising with the DSL in the first instance and supporting other agencies and professionals in an early help assessment through information sharing.
- Provide a safe environment in which children can learn.