



JOB DESCRIPTION: 1-1 SEN LSA

Job title:	1-1 SEN Learning Support Assistant
Responsible to:	SENCO/Principal
Salary / Grade:	H2
Salary:	£24,027 – 24,790 FTE, (£16,290 - £16,807 actual salary)
Working hours / weeks:	30 hours per week, Term Time Only
Core purpose of the role:	To act primarily as a 1-1 LSA to support pupils with additional needs. The post holder will be supporting pupils with autism and/or complex needs including speech and language needs and challenging behaviour. Fulfil duties reasonably directed by the Principal.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- The post holder will work alongside teachers and other learning support assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils
- The post holder is managed by the SENCO, but will work with several teachers
- The principal focus of the job is to support individual pupils who have SEND. This requires the post holder to be able to adapt his/her work to the specific needs of the pupil
- To support with planning (through professional dialogue) to provide a programme of activities suitable to the age range of the children

- To ensure that activities take into account the individual needs of each child
- To engage in ongoing discussions with class teachers, informing them of the progress made by the individual children
- To liaise with external professionals, attending meetings to discuss the progress of individual children
- To liaise with parents/carer with regular updates if required
- To ensure the safety and welfare of children

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- The post holder may be required to work with a number of pupils with SEN to minimise the reliance on a particular adult
- The pupil/s may not be able to be in a classroom setting for parts of the day, so the post holder may need to work in isolation with the pupil/s

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
National qualification to a minimum of Level 2	E
Experience and/or knowledge of working with children with additional needs	D
Willingness to be adaptable and participate in relevant training	E
Good level of numeracy and literacy skills	E
Experience of working with or caring for children of the relevant age	D
Ability to work as part of a team	E
Willingness to take instruction from senior colleagues	E
First Aid Certificate	D
Child Protection Training Level 1	D