



## SYBOURN PRIMARY SCHOOL

### JOB DESCRIPTION

#### Job Purpose

- To assist and support a child with special educational needs.

#### Liason with:

- Inclusion manager, SEN coordinator, Head teacher, assistant head teacher, Deputy head, parents, Lead practitioner, support staff, outside agencies e.g speech and language therapists, educational psychologists e.tc

### Major Tasks, Duties and Responsibilities

#### 1 Key Activities - Support for the School/Centre

- The learning support assistant's main role is to provide support for the pupil with a statement of special educational needs. The LSA will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.
- Duties may include running specific programmes and activities to assist the pupil's individual learning and medical and social needs.
- The LSA will be responsible for implementing the targets on the pupils Individual Education plan in liaison with the lead practitioner and Inclusion manager.

#### 2 Key Activities – Support for the Pupils

- To provide learning support for the pupil in the class or in 1-1 situations.
- To develop knowledge of the particular needs of the child and seek advice from the inclusion manager/SEN coordinator, lead practitioner and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required.
- To make or modify resources as suggested and advised by the Inclusion Manager, Educational Psychologist or other outside agencies.
- To be involved in the planning and preparation of the day to day class activities.
- To organise and maintain an inclusive learning environment both in the classroom and outside.
- To support the pupil in the playground, being mindful of his health and safety in relation to his medical conditions, and encouraging safe interactive play.
- Motivate and encourage the pupil to have a go at activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.





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- Facilitate inclusion in small group activities with peers and support interaction between them.
- To provide intimate care where necessary as required.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.
- ***Supporting the Class Teacher and Inclusion Manager:-***
- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the Inclusion Manager and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning ,behaviour and communication skills.
- To provide regular feedback to the lead practitioner, Inclusion Manager and relevant outside agencies about the pupil's difficulties and progress.
- To contribute to the pupil's annual review by writing a brief report and attending the meeting.

### ***Supporting the School:-***

- ☐ To foster links between home and school.
- ☐ To participate in relevant professional development as deemed appropriate for the needs of the child.
- ☐ To understand and apply the school policies on learning and behaviour, and the Statutory guidelines relating to disability discrimination and special educational needs.
- ☐ To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and London Borough of Merton
- ☐ To carry out duties as directed by the Inclusion Manager or Head Teacher,

Signed by  
Employee.....

Signed by Head Teacher.....

Dated.....

