



Woodside Primary Academy

Senior SEN Learning Support Assistant **Roles & Responsibilities**

Main purpose:

- The Senior Learning Support Assistant will lead and mentor the Learning Support Assistants Team by ensuring the development of practice and provision provided to pupils is consistently of a high standard.
- They will support the Inclusion Team to deliver, resource and monitor SEN provision within the school.

Roles:

- Lead by example by demonstrating good knowledge of pathways and procedures
- Supporting induction of new staff members (mentoring, modelling good practice/interventions, folders)
- Organise time tables, rotas and cover (when needed) to ensure the smooth running of the provision
- Order perishables resources (To be signed off by a senior member of staff)
- Meet regularly with ASP Lead and SENCO to ensure effective communication across the school
- Liaise with transport services and families regarding late drop / pick up times etc
- Create resources for staff to use during interventions / trips if needed
- Organise and facilitate in house CPD for LSAs through modelling, mentoring and directing to best practice
- Be part of the monitoring of staff files and provide support as appropriate
- Lead extra-curricular trips

The Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

