



Christ Church & St Peter's CE Primary School

'Aiming High & Caring for Everyone'

JOB DESCRIPTION

School/College:	Christ Church & St Peter's CE Primary School
Job Title:	SEN & Social, Emotional and Mental Health Learning Support Assistant
Grade:	5
Responsible To:	SEN Lead / SEMH Unit Lead, Head Teacher
Key Relationship/ Liaison with:	Teachers, Other classroom support staff, Lead Teacher, Parents
Job Purpose:	A LSA will work under the direct supervision of the SEN Lead / SEMH Unit Lead to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This will include supporting individuals or small groups of pupils to deliver the targets on their Education Health and Care Plan. The aim is to support children to make good or accelerated progress.
Occupational Standards:	Supporting Teaching and Learning (STL) Level 2

Main Duties and Responsibilities

1.	Work in close collaboration with the SEMH Unit Lead / SENDCo, and any specialist working with the child and the child's parents / carers to ensure that the requirements of the child's Education, Health and Care Plan (EHCP) are met.
2.	Establish positive relationships with the pupil/s supported.
3.	Support the pupil/s with activities which support literacy and numeracy skills.
4.	Support the use of ICT in the classroom and develop pupil's competence and independence in its use.
5.	Maintain high expectations for the pupil/s being supported.
6.	To be fully aware of the pupil's strengths, difficulties and barriers to learning.
7.	Ensure that the pupil/s being supported have full access to learning opportunities as appropriate.
8.	To be fully aware of agreed outcomes, targets and agreed provision (as outlined in the child's EHCP or other similar document/report).
9.	Attend regular reviews and relevant school meetings as appropriate.
10.	Attend regular training and continued professional development as appropriate.
11.	Maintain any necessary records and collect evidence to track the effectiveness of provisions in place.



8 Rothley Road
Mountsorrel
Loughborough
LE12 7JU
Tel: 0116 2302800

Head Teacher: Mrs C Clay

Email: office@mountsorrelschool.org.uk

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12.	Promote positive behaviour in line with the school policies and help keep pupil/s on task.
13.	Participate in planning and evaluation of learning activities with the SEMH Lead, providing feedback on pupil progress and behaviour.
14.	Provide feedback to pupils in relation to attainment and progress under the guidance of the SEMH Lead.
15.	Support learning by arranging / providing resources for lessons/activities under the direction of the SEMH Lead and Senior Learning Mentor.
16.	To attend where necessary to pupils' personal needs including help with social, welfare and health matters, including first aid.
17.	To assist with the preparation, maintenance and control of stocks of materials and resources.
18.	To assist with the display and presentation of pupils' work.
19.	To supervise pupils for limited and specified periods including break times.
20.	To assist with escorting pupils on educational visits.

General Responsibilities

1.	To understand and apply school policies in relation to health and safety, safeguarding, behaviour and staff code of conduct.
2.	To respect confidentiality at all times and ensure compliance with the data protection act.
3.	To participate in the performance and development review process, taking personal responsibility for identification of own learning, development and training opportunities with line manager.
4.	To comply with individual responsibilities, in accordance with the role, for Health, Safety and Wellbeing, and Safeguarding in the workplace.
5.	Ensure all duties and services provided are in accordance with the school's Equal Opportunities Policy.
6.	To maintain positive and constructive professional relationships with colleagues, parents, pupils and others.
7.	To uphold the values and mission statement of the school and Trust.



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General

In order to deliver provision accurately meeting the needs of our children, a degree of flexibility is needed and the post holder may be required to perform some duties not specifically referred to above. These will be within the scope of the post and the grade and will be at the discretion of the Head Teacher and / or SEMH Lead Teacher.

Safeguarding

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects staff to share in this commitment.

All staff are responsible for safeguarding. All duties will be carried out with due regard to the following Trust Policies: Health & Safety, Safeguarding policy and procedures, Safer Working Practices, Equality and Data Protection.



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Person Specification

Post:	SEMH Learning Support Assistant		
Experience:	Essential	Desirable	How Assessed
Experience of working with primary aged children in an individual and group basis, supporting their learning and development.	✓		App / Int / Ref
Have recent training or experience of supporting children with their Maths & Literacy learning	✓		App / Int / Ref
Experience of working as a Learning Support Assistant with children with social, emotional, mental health and challenging behaviour	✓		App / Int / Ref
Experience of working with primary age children with special needs.		✓	App / Int / Ref
Qualifications			
A good level of Literacy & Numeracy skills with at least GCSE Grade C or equivalent.	✓		App / Cert
NVQ Level 2 accreditation in a relevant subject or area		✓	App / Cert
Team Teach trained or a willingness to undertake and use such training.	✓		App / Cert
Recent & relevant training for working with children with SEMH needs and challenging behaviour.		✓	App / Cert
Skills / Abilities / Knowledge			
An ability to communicate effectively with children, staff, parents/carers and multi agencies	✓		App / Int / Ref
An ability to work autonomously and as part of a team	✓		App / Int / Ref
Good organisation, time management, communication and interpersonal skills	✓		App / Int / Ref
Good research and planning skills		✓	App / Int
Knowledge of the principals involved in giving advice and guidance to children including confidentiality and sharing information.	✓		App / Int / Ref
Knowledge of the rights and responsibilities of parents		✓	App / Int
The ability to liaise with and gain confidence of all school staff	✓		Int / Ref
A clear understanding of the factors which lead to educational disaffection in young people	✓		App / Int / Ref
Knowledge and understanding of strategies to remove barriers to learning in young people	✓		App / Int / Ref



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Understanding of school policies and procedures, including H&S, safeguarding, behaviour, equal opportunities, GDPR, Inclusion		✓	App / Int
Good ICT skills	✓		App / Int / Ref
Knowledge of and experience of supporting transition to secondary school		✓	App / Int
The ability to work flexibly and listen effectively	✓		App / Int / Ref
The ability to find creative and imaginative solutions to problems	✓		App / Int / Ref
The ability to produce and contribute to basic reports	✓		App / Int / Ref
Attitudes	✓		
A commitment to and an enthusiasm for the post	✓		App / Int
Adaptability and a professional approach to the responsibilities of the post.	✓		App / Int / Ref
An understanding of and commitment to the policies of the school and Trust.	✓		Int
An eagerness to gain experience, expertise and professional development through this position	✓		App / Int

Key:

App = Application Form

Int = Interview

Ref = References

Task = Task

Cert = Certificates



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