

SEN Learning Support Assistant Job Description

- Work with individuals or groups of children, assisting in ensuring pupils are kept on task and complete activities set by teachers
- Deal with behavioural and special educational needs in conjunction with the teacher
- Help implement lesson plans
- Provide feedback to pupils in conjunction with the teacher
- Assist the teacher with assessment
- Review progress of pupils against learning objectives
- Implement curriculum policies
- Detect signs of behavioural difficulties
- Work with outside agencies
- Playtime supervision

Person Specification

Knowledge, skills & experience	Essential	Desirable
• NVQ Level 2 qualification (or equivalent)	✓	
• NVQ Level 3 qualification (or equivalent)		✓
• Empathy with pupils and sympathetic to their needs	✓	
• Good literacy and numeracy skills	✓	
• Good communication skills	✓	
• Professionally discreet and able to respect confidentiality	✓	
• Well-developed interpersonal skills	✓	
• Team worker	✓	
• Firm, sensitive and effective approach towards pupil discipline	✓	
• Good organisational ability	✓	
• Able to work with the teacher to plan and deliver teaching activities (including those defined in Individual Education Plans/EHCPs)	✓	
• Able to monitor and record pupil progress	✓	
• Ability to apply knowledge and skills from training in practical classroom context	✓	
• Flexibility	✓	
• Able to motivate and encourage children	✓	
• Able to work independently, with initiative	✓	
• Able to establish and maintain good relationships with colleagues, parents and external contacts	✓	
• Be prepared to undertake further professional development	✓	
• Have experience of working in Early Years/Key Stage 1	✓	
• Have a positive outlook and a good sense of humour	✓	
• Have relevant and recent school based experience	✓	
• Experience working with SPLC (Speech, Language & Communication)		✓
• Experience using behaviour and inclusion strategies		✓