

**JOB DESCRIPTION:
SEN LEARNING
SUPPORT ASSISTANT**



**Walter Infant School &
Nursery**
Murray Road, Wokingham RG41 2TA
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To be the best I can be!

Mission Statement

Walter Infant School and Nursery is an equitable, safe, secure and happy place to learn; our children grow as individuals in a stimulating and exciting environment which values respect, kindness, honesty, empathy and resilience.

JOB PURPOSE

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the Class teacher, Year Group Leader, Inclusion Manager, Deputy Head Teacher or Headteacher this post will be performance managed by the Deputy Head Teacher.

MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils:

- Supervise and provide particular support for one or more pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Implement literacy and numeracy support including wave 2 interventions
- Establish constructive relationships with pupils and interact with them according to individual needs
- To be aware of the Equal Opportunities and Behaviour Policies of the school and apply them in practice to promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and interventions
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/admin support e.g. photocopying, typing, filing, etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and National Curriculum and early Learning Goals e.g. English, Maths, Science, Early Years; recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required including participation in relevant INSET activities
- Assist with the supervision of pupils out of lesson times as required, including playground supervision during the school day (excluding lunchtimes)
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working
- Uphold the school's Code of Conduct and Personal Behaviour Policy

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

**Enhanced level of DBS check is required for this post.
Level 1 H&S Responsibilities are applicable to this post (training will be given)
Level 2 Safeguarding Responsibilities are applicable to this post (training will be given)**

Signed

Date

