

**Priory School**  
**Job Description: SEN Learning Support Assistant**

**Responsible to:** Head of Resource, Class Teacher

**Main purpose of the job:**

To work with the classroom teacher to support pupils' effective, independent learning and progress in accordance with the national curriculum and with behaviour management strategies. To prepare resources and the classroom for planned activities. To provide support for all pupils' learning and care needs (intimate care when appropriate) and having due regard to the health, safety and wellbeing of pupils and colleagues.

**Responsibilities:**

**Learning and Development Activities**

- To provide support for learning activities across all areas of the national curriculum and to provide feedback to the teacher on pupil progress with objectives and tasks.
- To assist with the timely preparation of resources, activities and the teaching environment, ensuring pupil safety. This may include preparing materials to meet individual pupil need.
- To clear up after activities ensuring displays are kept safe and tidy.
- To assist in the development of REACH plans to help pupils advance towards their targets and to provide feedback on progress.

**Behaviour, Therapy and Play**

- To embrace behaviour management strategies to promote positive behaviour.
- To follow programmes with students set by therapists
- To support pupils to participate as inclusively as possible in all activities.
- To help pupils manage their own feelings and relationships with others.

**Care and Safety**

- To provide support to pupils' general welfare, including feeding, sickness, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable.
- To assist with monitoring of physical wellbeing, including pupils' eating habits, to support the development of pupils' independence.
- To support pupils' emotional wellbeing, self-reliance, self-esteem and resilience.
- To assist in intimate care as required.
- To assist in the administration of medication to pupils as required and in accordance with their Care Plan, the school's policy and legal guidelines.
- To participate in offsite activities and maintain health and safety of pupils when outside the school setting.
- To assist in the supervision of pupils during break and lunchtimes and in the use of school transport.

**Communication**

- To support pupils with speech and language by supporting a total communication package for pupils.
- To support pupils and their families for whom English is an additional language.
- To maintain effective communication with parents, carers and families about the care and education of their children through communication books, review meetings, phone calls etc.

## Team Working

- To assist in the assessment, monitoring and recording of pupil progress and behaviour and the maintenance of record keeping systems.
- To provide supervision of a group or class for time limited activities or in an emergency.
- To provide cover for colleagues including in unfamiliar classes.
- To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme.

## Other Professional Requirements

- Promote collaborative working amongst the Orchard Centre and mainstream staff..
- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Be aware of and respect all children's religious beliefs and cultures.
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Develop effective, professional working relationships with colleagues
- To have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

## Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

## Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

## Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009) and Keeping Children Safe in Education (March 2015). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times

## Freedom of Information

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

## Please Note

This work sometimes involves sitting at low tables or on the floor and may involve lifting or restraint of pupils, for which training is available. The work is in a hectic and noisy environment with constant interruptions from children.

Working with Special Education Needs pupils requires a particular understanding and appreciation of the individual needs such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of such children is often extremely challenging and is therefore emotionally and physically demanding. In some cases the nature of the pupils' special needs may result in staff being verbally or physically assaulted.

This is not an exhaustive or exclusive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

## No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.