



Moorside Primary School - Job Description

Post Title: Learning Support Assistant – Special Educational Needs
Moorside Primary School
A4789

Evaluation: 417 Points **Grade:** N4

Responsible to: Headteacher

Responsible for: N/A

Job Purpose:

To provide direct support, advice and to deliver programmes for pupils with identified Communication and Interaction needs

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Work, under the direction of the Head teacher delivering day to day support and intervention programmes to pupils with identified speech and language needs on a one to one basis.
- 2 Plan a daily work schedule in liaison with the Head teacher and undertake preparatory work in advance of delivering the relevant programmes in accordance with the Individual Education Plan to ensure readiness to deliver the planned sessions.
- 3 Contribute to the monitoring and evaluating of pupil progress to support any necessary changes and developments to aid individual pupils learning and development.
- 4 Provide feedback to the Head teacher, Senior Leadership Team, Teachers, Parents and other stakeholders under the direction of the Head teacher.
- 5 Keep appropriate and up to date records as necessary, attending reviews and informal meetings with school staff as required.
- 6 Support school staff and parents by sharing and modelling creative strategies and approaches to support educational provision for pupils with speech and language needs.
- 7 Ensure positive working relationships with other professionals within the division and within schools and liaise with parents and external agencies as required.

- 8 Work with other staff and independently within schools seeking advice and support from the Head teacher and other agencies if applicable.
- 9 Work within the policies and practices of Moorside Primary School.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with both the School's and the Council's policies and procedures. Including to promote and safeguard the welfare of children and young persons they come into contact with.