**Job title:** SEN Learning Support Assistant (HLTA)

**Reporting to:** The SENDCo

**Working with:** Senior Leadership Team, Teachers, Learning Support Assistants

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**Role Purpose:**

To assist the SENDCo in the day to day operation of provision for NBS students with additional learning needs across the school.

To support the SENDCo in the implementation and monitoring of SEN across NBS.

To provide professional guidance in the area of SEN to all staff in order to secure high quality teaching and effective use of resources to bring about improved standards of achievement for all students.

**Responsibilities:**

* To collate SEN information to assist the SENDCo.
* To lead and deliver individual and small group intervention work and other agreed learning / programmes for students, with support from the SENDCo
* To assist the SENDCo in arranging and holding EHCP Annual Reviews
* To set and review SEN targets across the school in line with the SEN Code of Practice (2015)
* To support the writing of bespoke Learning Support Plans To review the effectiveness of Learning Support Plans and set new targets as appropriate.
* To assist in preparing reports for external agencies such as CYPS and home schools.
* To oversee SEN information sharing via the school website (EDTalk) to comply with the SEN Code of Practice (2015)
* To oversee SEN resourcing across the school
* To liaise with outside agencies (e.g. the LA, home-schools, SENDIASS, Careers and Advisory , CYPS, EP)

**General administrative:**

* To use ICT effectively, to collect and collate SEN data as directed
* To carry out administrative tasks as directed
* To contribute to SEN report writing and support staff to write SEN reports as appropriate
* To contribute to managing the EHCP caseload across the school
* To contribute to SEN policies / development plan / the school website in line with the SEN Code of Practice (2015)
* To attend and minute SEN meetings as directed
* To chair meetings when necessary
* To liaise with outside agencies (e.g. the LA, home-schools, Careers and Guidance Team, CYPS, EP)
* To liaise effectively with parents / carers as directed and record on CPOMs
* To communicate with staff across the school in order to support individual students’ SEN needs or to share general SEN information

**Recording and assessment**

* To carry out baseline assessments to assess students’ learning needs
* To contribute to the implementation and evaluation of systems for identifying, assessing and reviewing students with additional learning needs
* To monitor students’ progress against targets
* To keep parents and carers informed about their child’s progress

**Classroom / Organisation**

* To work with outside agencies (for e.g. EP service or CYPS) to develop and deliver interventions as appropriate
* To support staff in selecting and preparing teaching resources that meet students’ individual needs
* To assist and advise staff with regard to appropriate SEN interventions and other agreed learning / programmes as appropriate
* To supervise whole groups / classes of students undertaking work which has been set by a class teacher when necessary
* To deal promptly with conflict, behavioural matters and incidents in line with established school policy and procedures. To deal with any immediate problems or emergencies according to the school’s policies and procedures
* To be responsible for creating purposeful and attractive learning environments within the school through the organisation of resources
* To display relevant information / students’ work appropriately and effectively around the school

**Student Support**

* To attend and participate in meetings, training and other learning activities as directed / appropriate
* To attend CPD events in order to improve understanding of SEN and develop knowledge and skills; to take some responsibility for own professional development
* To engage actively in the performance review process
* To supervise other support assistants as required and assist in the training and development of staff as appropriate
* To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation
* To play a full part in the life of the school community and support the aims and ethos off the school by adhering to the school vision
* To set a good example in terms of dress, punctuality and attendance
* To uphold the schools’ behaviour policy and code of dress for students
* To comply with any reasonable request from a manger to undertake work of a similar level not specified in this job description
* To be courteous to colleagues and provide a welcoming environment to visitors
* To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school’s policies and safeguarding procedures
* To promote and implement the School’s/Council’s Equality Policy in all aspects of employment and service delivery
* The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
* This job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to reflect or anticipate changes in school priorities or the job commensurate with the job grade and title.

**Child Protection**

* The postholder will have responsibility for promoting and safeguarding the welfare of children and young Persons s/he is responsible for, or comes into contact with.

SPE December 2021