Job Description

SEND Learning Support Assistant

Greenbank
Preparatory School
and Day Nursery

Purpose of the role

Support children's learning, social development and emotional wellbeing through one-to-one and small-group work in the classroom, in The Meadow and, where agreed, elsewhere in school. Work under the guidance of the Headteacher, SENCO and class teachers to help children take part in school life, build relationships and grow in confidence and independence.

The Meadow is part of Greenbank's support for children within school. Children who spend time there remain part of their class, and their class teacher continues to lead their learning. The Learning Support Assistant helps children use the skills and strategies they practise in The Meadow back in the classroom and in everyday school life.

Supporting children and their learning

- Provide one-to-one and small-group support as agreed with the SENCO and class teachers. Help children access lessons, work alongside their classmates and take part in the wider life of the school.
- Deliver agreed interventions and activities, following the school's guidance and training. Depending on the children's needs, these may support literacy, numeracy, communication, social skills or emotional regulation.
- Help put Individual Education Plans (IEPs) and other agreed pupil support plans into practice. Observe and record progress towards individual targets, and share what is working and where a child still needs help.
- Work with class teachers to prepare and adapt activities and resources. Use agreed approaches such as visual timetables, task checklists or practical materials to help children understand what to do and get started.
- Give children time to think and try for themselves. Use prompts, modelling and encouragement when needed, and gradually reduce help as children become more confident.
- Help children manage changes in routine, recognise when they need support and use agreed strategies when they feel overwhelmed. Support positive relationships and help children rejoin learning or play when they are ready.

Working with staff and families

- Work closely with class teachers and the SENCO to agree priorities for support, prepare for sessions and share feedback afterwards. Help children apply the same strategies across The Meadow and the classroom.
- Follow agreed advice from external professionals, such as speech and language therapists and occupational therapists, under the guidance of the SENCO.
- Keep accurate pupil records and contribute observations to progress reports and reviews. Share relevant day-to-day feedback with parents and carers in line with school procedures and agreed arrangements.
- Help teachers prepare lessons, resources and displays of children's work, including practical tasks such as photocopying.

Professional responsibilities

- Follow the school's safeguarding, health and safety and confidentiality procedures. Report concerns promptly through the school's agreed procedures and keep pupil information secure.
- Uphold Greenbank's values and set a positive example in attendance, dress and punctuality.
- Attend staff meetings, INSET and training as required. Reflect on feedback and carry out other duties appropriate to the role as directed by the Headteacher.