



HARTSIDE
PRIMARY
ACADEMY

Job Description

Job Title:	EYFS SEND Learning Support Worker
Scale:	Grade 6 (21-25) £20,541 – £23,111 (Pro-rata for Term Time)
Hours:	Term Time, 37 hours.
Contract type:	Temporary, subject to funding.

Responsible to:	Head Teacher
Well-being and appraisal:	HR Manager
Focus:	<ul style="list-style-type: none"> To support early years settings to provide high quality early education to children in their early years with emerging or identified special educational needs and/or disabilities. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including, in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, small and large groups of children under the direction and supervision of a qualified teacher or early years manager. To work collaboratively with teachers/early years practitioners in the whole planning cycle and the management/preparation of resources. To encourage children to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school/setting life.
Specific responsibilities for this post:	<ul style="list-style-type: none"> Support key workers and teams in their responsibilities for individual and groups of children working towards outcomes agreed in SEN Support or EHCPs. Plan and deliver effective teaching and learning activities taking responsibility for leading and managing play, care and learning for individual or small groups of children with SEND. Contribute to multi agency team meetings providing feedback on progress and planning for future provision. Provide day-to-day modelling and mentoring, of specialist approaches and strategies to setting or school practitioners, including teachers. Plan and evaluate specialist-learning activities identifying areas of improvement and new developments as necessary taking into account national and local strategies. Monitor, assess, report and maintain records of pupils and their performance following appropriate procedures including contributing to the writing and reviewing of SEN Support Plans and EHCPs.

	<ul style="list-style-type: none"> • Accompany teaching staff or lead small groups and take responsibility for pupils on visits, trips and out of school activities as required. • To deliver learning activities and implement strategies for individuals and groups of pupils under the professional direction and supervision of a qualified teacher or early years manager, differentiating and adapting learning programmes to suit the needs of individual pupils. • To be aware of and work within school/setting policies and procedures. • Provide support to pupils who have a range of difficulties including communication, physical or social, emotional and mental health difficulties, and also where English is not their first language, taking into account advice and programmes provided by other professionals. • Supply specialist support with direction and guidance from teaching staff allowing pupils to access the curriculum and to participate fully in school/setting activities. • Assess, record and report on development, progress and attainment as agreed with the teacher. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher. • Select and adapt appropriate resources/methods to facilitate agreed learning activities. • Ongoing guidance and support pupils in their social development and their emotional well-being, reporting problems to the appropriate person. • Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists. • Support learning by arranging/providing resources for lessons/activities under the direction of the teacher or early years manager. • Prepare and present displays. • Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence. • Provide and maintain pastoral care and support to pupils in all aspects of care (including medical needs) taking appropriate action as necessary, ensuring that parents and school/setting staff are fully informed of incidents and accidents by maintaining the appropriate documentation. • Provide basic first aid, liaison with senior leaders and medical staff and if appropriate referral to health service in emergency cases. • Provide support for pupils with challenging behaviour management taking account of Support Plans and risk assessments. • Support pupils to develop their skills of independence, resilience and confidence. • Work with pupils not working to the normal timetable. • Support the use of ICT in the curriculum.
Generic responsibilities	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
General	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. • Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times. • Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.

	<ul style="list-style-type: none"> • Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Special Conditions	<ul style="list-style-type: none"> • The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. • The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. • The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. • An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
<p>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.</p>	

I have read and understand this job description and will carry out my duties accordingly and understand that it is a working document that can be discussed, negotiated and changed at the agreement of both named parties.

Signed: _____
Member of staff

Date: _____

Signed: _____
Business Manager on behalf of the Academy Trust

Date: _____

Date for review: _____