



St Margaret Clitherow RC School

Job Description

SEN Learning Support Assistant

Duties of Post:

Responsible to: Head teacher or Class teacher or SENCo

Purpose of job

To work under the guidance of the Head Teacher, class teacher and SENCO to support the educational, social and emotional development of primary-aged children with Special Educational Needs. This may involve working 1:1 with specific pupils holding an Education Health and Care Plan (EHCP) or supporting small groups within the classroom setting

Support for the Pupils

- Provide support to pupils with SEN (such as Autism, ADHD, Dyslexia, or Speech and Language difficulties) to ensure they can access the curriculum.
- Implement personalised learning plans, EHCP targets and specific interventions set by the SENCO or external specialists.
- Support pupils' emotional well-being and help them develop social skills, self-reliance, and emotional regulation.
- Assist with personal care, mobility or medical needs if explicitly required by the pupil's care plan.
- Supervise and facilitate safe, inclusive play during break and lunchtimes.

Support for the Teacher

- Collaborate with the class teacher to adapt and prepare resources, materials, and learning environments suited to the pupils' specific needs.
- Monitor, record and feedback on pupil progress, achievements, and challenges in relation to their individual targets.
- Assist in managing classroom behavior using positive behavior management strategies in line with the school's policy.
- Help maintain a calm, organised and supportive classroom environment.

Support for the School

- Build positive, professional relationships with parents and carers, sharing updates on progress where directed by the teacher.
- Attend and actively participate in relevant training, staff meetings, and performance reviews.
- Strictly adhere to the school's safeguarding and child protection policies, reporting any concerns immediately to the Designated Safeguarding Lead (DSL).

- Promote the inclusion and acceptance of all pupils within the school community.
- Previous experience working with children in an educational, childcare, or community setting.
- Basic understanding of child development, learning processes, and common primary-age SEN profiles.
- Communication and active listening skills, with the ability to adapt language to suit the child's level of understanding.
- A firm commitment to safeguarding and promoting the welfare of children.
- To undertake training and attend INSET days in accordance with contractual arrangements. To contribute to whole school policies.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.
- To maintain the health & safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your manager.
- To support the school's/borough's equal opportunities policies.
- Other: Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

Safeguarding Note: St Margaret Clitherow Primary School is committed to safeguarding and promoting the welfare of children. All successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check, alongside strict safeguarding and reference checks.

Date of Issue: _____

Signature of Postholder: _____