



# GOSDEN HOUSE SCHOOL

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## **JOB DESCRIPTION** **SEN Learning Assistant**

### **Equal Opportunities**

This Job Profile is operated within the guidelines and Conditions of the School Equal Opportunities Policy.

### **Purpose of Post**

The position of Learning Assistant allows for a flexible and developmental approach to working with children in accordance with the aims of the Gosden House School Vision.

### **Key activities and Responsibilities**

#### **Classroom**

- To support the class teacher with their responsibility for the development and education of children with additional needs.
- Carry out routine tasks to organise and maintain the learning environment.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, and deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.
- To take an active role in forward planning with teachers and therapists.

#### **Pupil Support**

- To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.
- Ensure all wellbeing, behaviour and personal development of pupils.
- May carry out personal care and/ or medical routines as appropriate.
- To participate in the supervision of pupils during break and lunchtimes as appropriate.
- To encourage pupils to be independent learners.

#### **Expectations**

- To uphold the values and behaviours of the organisation.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- To maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of themselves and others.
- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.