



## Learning Support Assistant (SEN), 1:1 and Small Group Support and Breakfast Club Assistant Job Description

<b>Post Title</b>	Learning Support Assistant (SEN), 1:1 and Small Group Support and Breakfast Club Assistant
<b>Salary/Grade:</b>	NJC Point 7-11 (£26,403.00 - £28,142.00)
<b>Academy:</b>	Jewell Academy Bournemouth
<b>Reporting To:</b>	SENDCo
<b>Disclosure Level:</b>	Enhanced

### Core Purpose

The post holder will provide dedicated 1:1 and small group support for pupils with Education, Health and Care Plans (EHCPs) within a mainstream setting. You will work closely with class teachers, the SENDCO, and external professionals to help children access the curriculum, build independence, and thrive socially and emotionally.

Additionally, from September 2026, the post holder will support the daily setup and supervision of the academy's new DfE Free Breakfast Club.

### Key Responsibilities

#### **SEN, 1:1, and Small Group Support**

- **Curriculum Access:** Adapt, scaffold, and differentiate learning activities alongside the class teacher/SENDCo to ensure the pupil(s) can access the wider curriculum.
- **EHCP Outcomes:** Target and implement specific outcomes outlined in pupils' EHCPs.
- **Specialist Programmes:** Deliver and support individual Speech and Language Therapy (SALT) programmes as required.
- **Inclusion & Independence:** Actively promote pupil independence, self-esteem, social interaction and inclusion.
- **Interventions:** Lead planned interventions as directed by the class teacher or SENDCO to increase the attainment of SEN pupils.

#### **Breakfast Club & Daily Provision**

- **Setup & Supervision:** Support the daily setup, preparation, and supervision of the DfE Free Breakfast Club alongside school colleagues.
- **Morning Engagement:** Provide a warm, safe, and welcoming start to the day for pupils attending the club.

- **Break/Lunch Duties:** Be responsible for the supervision of children at lunchtime, playtime, and during school transitions as needed.

### Behaviour Management & Well-being

- **Positive Behaviour Support:** Follow tailored positive behaviour support strategies and de-escalation approaches for pupils with additional needs.
- **Environment Safety:** Maintain a stimulating, safe, and well-ordered learning environment using consistent school behaviour strategies.
- **Pastoral Care:** Look after children who are upset or unwell, and attend to minor accidents (where appropriate training has been given).

### Collaboration, Planning & Progress Tracking

- **Communication:** Communicate knowledge of the pupils' progress and needs to other school staff, parents/carers, and external education, health, or social care professionals.
- **Monitoring:** Support the monitoring, recording, and reporting of pupil progress and performance to the teacher and SENDCO.
- **Lesson/Session Preparation:** Read, understand, and help deliver lesson/session plans, preparing the classroom space and resources effectively.

### Professional Conduct & Safeguarding

- **Safeguarding:** Strictly adhere to *Keeping Children Safe in Education* guidelines, the school child protection policy, and rules of confidentiality.
- **Ethos:** Maintain high standards of attendance, punctuality, ethics, and professional regard for the school's values and Staff Code of Conduct.
- **CPD:** Take part in the school's appraisal procedures and actively engage in training and INSET days to develop SEN skill sets.

### Person Specification: Essential Attributes

**Please Note:** Previous experience working with children with SEN — particularly **Autism, Speech, Language and Communication Needs (SLCN), or Learning Difficulties** — is essential for this role.

- **Resilience & Patience:** The ability to remain calm, patient, and highly resilient in a challenging yet rewarding environment.
- **Adaptability:** A warm, flexible nature with the ability to dynamically adapt communication styles to meet a child's individual needs.
- **Teamwork:** A collaborative mindset to work effectively alongside class teachers, the SENDCO, pastoral teams, and external professionals.

### Additional responsibilities for this post

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Lead planned interventions as directed by the class teacher
- Be responsible for children at lunchtime and playtime as needed
- Safeguard children and adhere to the rules of confidentiality
- Working with children with SEND needs

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and challenge children at all levels to achieve their very best
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers/SENDCo with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Accompany and support pupil(s) on outings from school as necessary

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read, understand and deliver appropriate lesson/session plans
- Prepare the classroom and resources as appropriate

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers as required
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Adhere to the strict rules of confidentiality and respect
- Adhere to the Staff Code of Conduct and the policies of Jewell Academy

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Be vigilant when on playground duty or on school trips
- Attend to minor accidents at school (where appropriate training has been given) and supervise unwell children

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- To undertake training and attend INSET days in accordance with contractual requirements.

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Adhere to whole school policies and procedures.

