



# Job Description: SEMH Learning Support Assistant

Noadswood School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job Details

**Salary:** Grade D

**Hours:** 36.25 hours - 39 weeks per year (Term Time plus INSET days)

**Reporting to:** Team Leader SEMH Resource Provision

## Main Purpose

The role of the SEMH Learning Support Assistant incorporates the following criteria for working within the Redwood Social Emotional and Mental Health Resource Provision to support the delivery of high quality SEMH interventions within the school.

The SEMH Learning Support Assistant implements agreed work programmes to individuals/groups out of the classroom environment. You will be required to work with students who need emotional support and nurture to empower them to access the curriculum. In turn this leads to supporting the pupils in the mainstream classroom using the strategies that they would have worked on in the provision.

## Duties and Responsibilities

- Lead activities with individuals or small groups of students to facilitate their physical, emotional and educational development within a safe environment.
- Provide a stimulating and well-structured learning environment appropriate to the students in the Redwood provision.
- Promote and reinforce self-esteem and encourage achievement and development in students.
- Plan and deliver targeted interventions (may include Zones of Regulation, Literacy, Numeracy, Regulation sessions using the Occupational Therapy Pack) for students accessing additional SEMH support, with support and guidance from the Lead of Redwood.
- Support with non-academic activities such as baking, fishing, craft activities, gardening, Life Skills trips out in the community, Gym sessions at the Leisure Centre and viewing and discussing appropriate documentaries with students.
- Attend meetings to discuss academic and non-academic progress, including inclusion meetings.
- Use an appropriate range of observations, assessments and monitoring to identify strategies to support the students in Redwood.
- Encourage and motivate students and to increase their self-esteem and independence.
- Support students for assessment purposes when appropriate.

- Work with students in the mainstream classroom, following their bespoke individual timetables.
- Implement school policies.
- Support the department in minor administrative tasks related to student tracking.
- Use specialist skills, training and experience to support students with SEMH needs.
- Be confident in communicating to the wider staff community at Noadswood, with guidance from the Redwood staff team.
- Establish productive working and trusted relationships with students, acting as a role model and setting consistent expectations.
- Establish productive working and trusted relationships with the members of the Redwood staff team.
- Promote the inclusion and acceptance of all students and apply the school's Safeguarding Policy when appropriate, using CPOMS and communicating this to the Redwood Lead.
- Support students consistently while recognising and responding to their individual SEMH needs within the school grounds and in a variety of other settings as required for example alternative provisions, work experience, community & enrichment activities.
- Encourage students to be 'Responsible, Resilient and Respectful' whilst recognising their individual SEMH needs.
- Provide feedback to students and staff in relation to strategies of differentiation, support, progress and achievement.
- Build effective relationships with parents and carers sharing information regarding student's achievement, behaviour and wellbeing.

### **Additional Duties**

- To carry out duties under the direction and supervision of the Lead of Redwood Provision, the SENCO or Headteacher.
- To be willing to adapt and be flexible in duties and approaches.
- To attend meetings as required within terms of employment.
- To conduct daily break and lunch time duties to supervise students.
- To help with the preparation of resources and equipment and other clerical duties as appropriate.
- To attend INSET sessions within the main school as required by terms of employment and further sessions for personal development. This will include occasional twilight meetings.

### **Procedures and Administration**

- To keep records of work undertaken with students and with the class teacher to identify progress achieved.
- To access available data to monitor student progress and achievement, with appropriate training provided.
- To communicate and pass on information to the Lead of Redwood Provision.
- With the Lead of Redwood Provision and SENCO to understand and act upon aims, objectives and targets of both EHCP and Student Support Plans and to implement the Code of Practice.

### **Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date: January 2024**