** Job Description**

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| **Job Title** | SEN Learning Support Assistant  **Fixed Term ending 31st August 2026**  **28.75 Hours, Monday to Friday, 8.45am to 3.15pm** |
| **Grade** | Grade 2 |
| **Reports to** | Headteacher, Class Teacher, SENDCO, |
| **Responsible for** | Supporting a named pupil with Type 1 Diabetes  Providing general learning support to all pupils as appropriate  Supporting class teacher to deliver high class provision |
| **Liaison with** | SENDCO, class teacher, support staff, headteacher, healthcare professionals, parents, pupils |
| **Job Purpose** | To provide dedicated 1:1 support for a named pupil in Reception with Type 1 Diabetes, for the period it takes for his glucose levels to require less intensive support and be managed by the class teacher.  To ensure the child’s health, safety, and inclusion in all aspects of school life. This includes monitoring and managing their medical needs in line with their Individual Healthcare Plan, supporting their learning and development, and providing general classroom support to all children when appropriate. |
| **Principal Accountabilities** | * Work 1:1 with a pupil with Type 1 Diabetes under the direction of the class teacher, SENDCO, and relevant healthcare professionals. * Monitor, record, and respond to the pupil’s medical needs (e.g., blood glucose monitoring, administering finger prick tests, treating hypoglycaemia/hyperglycaemia) in accordance with training, school policies, and the medical plan. * Support the pupil’s full access to the EYFS curriculum and participation in all classroom activities. * Provide support to other pupils in the classroom as directed when not required for direct 1:1 support. |
| **Duties** | * Establish a positive, trusting relationship with the supported pupil and their family. * Monitor and manage the pupil’s blood glucose levels and respond to medical needs promptly, following agreed protocols. * Liaise regularly with parents/carers and healthcare professionals regarding the pupil’s care. * Support with learning activities across the EYFS curriculum, promoting literacy, numeracy, communication, and social development. * Promote positive behaviour in line with school policies and support the development of self-regulation and independence. * Facilitate the pupil’s inclusion in all classroom activities. * Participate in planning and evaluating learning activities with the class teacher and SENDCO, providing feedback on progress, engagement, and wellbeing. * Maintain accurate records of medical care, learning progress, and observations as required. * Support the class teacher by preparing resources and assisting with classroom organisation. * Provide feedback to the pupil, class teacher, and SENDCO regarding attainment, progress, and medical updates. * Attend to pupils’ personal, social, welfare, and health needs, including minor first aid. * Supervise the supported pupil and others during transitions, playtimes, and educational visits, ensuring medical needs are met. * Promote confidentiality and safeguard the dignity and privacy of the pupil at all times. * Support the wider class when appropriate, contributing to a positive, inclusive, and engaging learning environment. |
| **General** | * Understand and follow school policies and procedures relating to safeguarding, health, safety, and welfare. * Participate in performance and development reviews, undertaking relevant training (including diabetes care training) as required. * Ensure all actions promote equality of opportunity and inclusion. * Commit to safeguarding and promoting the welfare of children and young people.   Note: The duties above are neither exclusive nor exhaustive, and the postholder may be required by the Headteacher to carry out additional duties within the scope and grade of the post. |