

## **JOB DESCRIPTION AND SPECIFICATION**

<b>Job title:</b>	Learning Support Assistant: 1:1 SEND Support
<b>Main purpose:</b>	To work under the direction of the Head of Inclusion and qualified teaching staff to support an identified child with specific needs. The child is currently in Year 3.
<b>Hours of work:</b>	We require the post holder to be able to work Monday to Friday, term time only, between the hours of 9.00am and 1.00pm.
<b>Reporting line:</b>	Head of Inclusion

### **DUTIES AND RESPONSIBILITIES**

- To work with an identified child, as directed by the Head of Inclusion and qualified teaching staff, to support learning across the whole curriculum
- To work closely with the Class Teacher, and other professionals including the Head of Inclusion, to ensure the appropriate delivery of the child's Education and Health Care Plan (EHCP)
- To monitor the child's response to the differentiated learning activities and, where appropriate, modify or adapt the activities as agreed with the class teacher and Head of Inclusion to achieve the intended learning outcomes
- To provide objective and accurate feedback, as required, on the child's achievement, progress and other matters, ensuring the availability of appropriate evidence
- To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos
- To understand the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively
- To help, support and motivate the child, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved
- To give positive encouragement, feedback and praise to reinforce and sustain the child's efforts and develop self-reliance
- To provide 1:1 support for the child on educational visits
- To support break time and lunchtime supervision

- To establish effective working relationships with all pupils, acting as a role model and setting high expectations
- To promote positive values, attitudes and good pupil behaviour and encourage all pupils to take responsibility for their own behaviour in line with whole school policies
- To promote inclusion and acceptance of all pupils and encourage pupils to interact with one another
- To establish and maintain an appropriate learning environment under the supervision of the teacher and encourage all pupils to engage in activities led by the teacher
- Be responsible for keeping and updating records and contributing to reviews of systems/records, as requested
- To work with the class teacher to prepare resources and planning for lessons

## **SUPPORT FOR THE COLLEGE**

- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- Attend and participate in regular meetings, as appropriate
- Participate in INSET training and other learning activities, as required

This is a job description only. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## **ESSENTIAL REQUIREMENTS**

### **Education/experience**

- Educated to at least GCSE level (or equivalent) in Maths and English
- Level 3 learning support or teaching assistant qualification (desirable but not required)
- Experience of working with children and young people in a voluntary or work capacity
- Experience of working with primary age children

### **Personal qualities**

- Ability to demonstrate an excellent record of punctuality and attendance
- Have an enthusiastic and positive attitude towards learning and a belief that all children can succeed
- A willingness to learn about a range of SEND and ways of supporting such pupils