

## **JOB DESCRIPTION AND SPECIFICATION**

<b>Job title:</b>	Learning Support Assistant: 1:1 SEN 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.
<b>Hours of work:</b>	<p>This is a fixed term role from until 10 July 2026.</p> <p>Monday, Tuesday, Thursday and Friday, between the hours of 8.30am and 4.00pm. Wednesday between the hours of 08.30am - 1.00pm Term time only.</p> <p>Additional hours between 4.00pm and 5.00pm may be required (for which an additional hourly rate will be paid).</p>
<b>Reporting line:</b>	Head of Inclusion

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## **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 with the Head of Inclusion and other professionals, to ensure the appropriate delivery of the child's Education and Health Care Plan (EHCP)
- To monitor the child's response to the 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 undertake pre and post teaching to ensure preparation for each lesson and consolidate understanding
- To adapt and differentiate work so it can be accessed by the pupil as appropriate
- 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 assist the child with safe movement around the College site throughout the school day

- To provide 1:1 support for the child on educational visits (including residential trips)
- 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

#### **SUPPORT FOR THE COLLEGE**

- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- Promote and safeguard the welfare of all pupils at the College
- Contribute to the College's ethos, aims and development/improvement plans
- Ensure full compliance with all statutory regulation, in particular Keeping Children Safe in Education
- Attend and participate in regular meetings, as appropriate
- Participate in INSET training and other learning activities, as required
- Establish your own best practice and use this to support others
- 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, science, 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

##### **Knowledge, skills and abilities**

- Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team

- To communicate effectively both verbally and in writing, with colleagues, parents/carers and other agencies in order to carry out the tasks as directed
- To be numerate and literate in order to carry out the written and numeric aspects of the posts, both with regards to the curriculum and other tasks as directed
- To be aware of the need for confidentiality concerning issues linked to home/pupil/teacher and school and to keep confidences appropriately
- Ability, with training, to develop skills to meet the needs of pupils
- Ability to make observations of children's needs and feedback to the head of inclusion.
- Ability to work without close supervision

#### **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, and support, a range of disabilities to enable the young person to achieve to the best of their ability, with empathy kindness and patience.