

1:1 Learning Support Assistant Job Description & Person Specification

Responsible to:	Deputy Heads of EYFS, Little Stream, Upper Prep (depending upon age range supported), SENCO & Head
Line manages:	N/A
Job Overview	The 1:1 Learning Support Assistant will provide individual support to a pupil working closely with, and being supported by, the SENCO, form teacher and year group team.
Duties and Responsibilities:	<ul style="list-style-type: none"> ▪ Work closely and build a relationship with the child, their family and other professionals to develop a thorough understanding of the child's individual needs. ▪ Support the child in building and maintaining relationships with peers. ▪ Support the child to ensure they remain focused and on-task. ▪ Support with note taking and observations. ▪ Create and differentiate supportive learning materials. ▪ Use a range of methods to help the child understand what is required in the classroom. ▪ Help the child to access and engage with the whole class teaching and learning. ▪ Liaise with outside agencies (such as Speech and Language Therapists), with the support of the SENCO, and implement suggested strategies in class. ▪ Disseminate information provided by specialist teachers and outside agencies, to other teaching staff, supported by the SENCO, as appropriate. ▪ Ensure that all members of staff are familiar with the child's needs and most effective support strategies within the classroom. ▪ Assist the form teacher in managing the classroom environment to enable the child to fully access the curriculum. ▪ Identify and implement strategies to encourage independence across all areas of school life. ▪ Support the school in improving the environment for the pupil. ▪ Support the child on school trips and outings. ▪ Attend meetings in school and with other professionals as necessary. ▪ Identify and use the appropriate ICT software to support the child. ▪ Offer support and regular feedback to the family. ▪ Fulfill a range of administrative and other duties associated with the post – e.g. record keeping
Keys Skills & Knowledge:	<ul style="list-style-type: none"> ✓ Has experience of working with children as a Teaching or Learning Support Assistant or similar. ✓ Has knowledge of a range of different special education needs such as Autism, Dyslexia, Developmental Language Delay, Dyscalculia etc.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<ul style="list-style-type: none"> ✓ Has a good understanding of safeguarding practices and a commitment to ensuring best outcomes for all children.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Calm, patient and empathetic. • Creative and imaginative in their approach. • Organised with good administration skills.
Commitment to Safeguarding and Welfare	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the 1:1 Learning Support Assistant will:</p> <ul style="list-style-type: none"> • Help to safeguard all children’s wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which all children can learn. • Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm. • Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
Promoting the Health, Safety and Wellbeing of Pupils and Staff	<p>At all times the 1:1 Learning Support Assistant will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School’s H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility.

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