**1-1 Learning Support Assistant**

Exciting opportunity for an outstanding Classroom/Learning Support Assistant to play a pivotal role in helping a child with Special Educational Needs access learning at one of the leading schools in the UK.

Heathside Preparatory School is an independent, happy, friendly and academic school, set in historic buildings in Hampstead, a few minutes' walk from Hampstead Heath, where the children play at lunchtimes and in the afternoons. The school maintains an informal atmosphere while fostering a high level of individual responsibility and self-motivation. The development of the whole person is encouraged and as a result, Heathside is a relaxed and happy place and academic standards are high. There is also a thriving sports, musical, dramatic and extra-curricular club program and pupils are well catered for in every interest they have.

This is a full time role supporting a 7 year old boy with high functioning Autism Spectrum Disorder access learning in a mainstream independent school, starting in Year 3 in September 2019. The pupil is intelligent and very personable, but has mild to moderate fine motor skill delays, some sensory processing disorders (audio and tactile) and can occasionally become overwhelmed or unregulated in the school environment. The child has had an EHCP for over a year. He is supported with weekly Speech and Language Therapy (aimed at social interaction) and weekly Occupational Therapy, both on-site. He has been making very good progress since ASD was identified at age 4 and diagnosed at age 5 and has had a 1-1 LSA for the past 2.5 years.

The school and parents are extremely supportive and in addition to the class teacher and class teaching assistant, there is a SENCO permanently on-site at the lower school.

**It is important to note that you will be employed directly by the parents, but to all other intents you will be a fully integrated member of the teaching staff of the school.**

Heathside School has the highest ambitions for its pupils’ intellectual and academic experience at all age levels and abilities. We are not just looking for an outstanding 1-1 Classroom/Learning Support Assistant to be a part of the team, but also someone who has the vision and energy to help the School in achieving its vision.

If you are an outstanding and experienced professional who will not settle for less than excellence, we would be delighted to hear from you.

For further details and to apply please download the Application Pack.

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| Job Description | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role | **Job Title:**  1-1 Learning Support Assistant  **Location: Heathside Lower School NW3 1DN**  **Reporting Line: Class teacher/Parents**  **Hours:** Full Time  **Salary:**  £20-23,000 per year depending on experience  **Role Summary:** Assisting the Class Teacher by providing 1-1 support to a Year 3 pupil in accessing learning across a wide range of activities, promoting the physical and mental welfare of the pupil and contributing to the administrative support of the school. |
| Line management responsibility for | None |
| Main duties and responsibilities | **Supporting learning**   * Supporting the pupil individually or in small groups, assisting in implementing individual education plans designed in consultation with teaching staff and SENCO. Attending SLT and OT sessions and implementing recommendations developed from those sessions. * Preparing and developing reading, word and number games, art and craft activities, science activities. * Providing unobtrusive guidance and support to enable the pupil to find answers to questions and tasks set, using knowledge of the pupil’s differentiated levels of development and ability to ensure progression and continuity. * Keeping/contributing to records of the pupil support in line with school policy. * Liaising with other professionals e.g. social workers, psychologists, health visitors, family resource workers, OT, SLT etc. * Helping to sort out games and equipment etc., preparing and clearing up activities with the pupil. Assisting with getting changed, where necessary. * Assisting in the management of the pupil if he shows socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school. * Liaise regularly with the parents with regard to giving feedback on the pupil's daily school life and progress and taking onboard and acting on relevant information from the home environment. * Assisting pupils with mobility difficulties. * Occasional classroom supervision to cover an emergency. * Preparation and maintenance of learning materials * Mounting pupils’ work and preparing displays. * Repairing books and apparatus, ensuring any equipment is properly assembled and safe for use. * Maintaining classroom resource areas, plants, animals, fish etc. * Assisting in the preparation of teaching materials including occasional photocopying. * Checking that AVA equipment is available and ready for use, recording tapes and videos. * Keeping cupboards tidy, throwing out old stock and advising when new stock is required   **Supervision and monitoring**   * Encouraging the pupil to play games, initiating and joining in as necessary. * Encouraging pupils to include other the 1-1 pupil in their games and vice versa. * Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities. * Helping to avoid arguments and fights, assisting pupils to sort out their disagreements by talking and listening to one another. * Listening to pupils’ worries and concerns, comforting/referring to appropriate person if necessary. * May be required to care for sick or injured pupils, administering first aid for minor injuries or sickness, taking home or to hospital if necessary, and generally giving comfort and care to such pupils, liaising with parent(s)/guardian.   **Pastoral Care**   * Be fully conversant with, and apply, the School’s child protection policy and all related issues. * Promote good attendance and monitor it in accordance with School policy. * Promote the general progress and well-being of pupils   **Professional Standards**   * Support the aims and ethos of the School and carry out the school’s strategic plan. * Treat all members of the School community with respect and consideration. * Treat all pupils fairly, consistently and without prejudice. * Set a good example to pupils in terms of appropriate dress, punctuality and attendance. * Participate in the School’s extracurricular programme in order to support any of these activities that the 1-1 pupil may undertake. * Take responsibility for personal professional development within the School’s CPD programme. * Attend all departmental and staff meetings as required, Parents’ Evenings, and ensure that all deadlines are met as published in the School calendar. * Take responsibility for matters relating to health and safety. * Undertake duties that may be reasonably assigned by the Principal (directly or indirectly), or class teacher, with the agreement of the parents, who remain the ultimate arbiter of your daily duties, which are very much focussed on the academic progress and welfare of the 1-1 pupil.   **You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.** |

You may also be required to undertake such other comparable duties as the School or parents require from time to time.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

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| |  | | --- | | Person Specification – **1-1 Learning Support Assistant**  Teacher (KEY STAGE 2) | | The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | |
|  | **Essential/**  **Desirable** |
| **QUALIFICATIONS** |  |
| A good level of education to include at least GCSE level Maths and English.  Relevant SEN qualifications  Teaching Assistant qualifications  Evidence of further professional development. | E  E  D  E |
| **EXPERIENCE** |  |
| Successful relevant experience.  Experience of working in a school. | E  E |
| **KNOWLEDGE** |  |
| A clear understanding of the essential qualities necessary for effective teaching, learning and mentoring a pupil one to one.  The principles of effective assessment for learning.  Confident in whole school self-evaluation.  Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.  Up to date knowledge & understanding of the current national education agenda.  Knowledge of current safeguarding child protection procedures. | E  E  D  D  D  E |

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| **SKILLS AND ABILITIES** |  |
| Demonstrate outstanding practice.  Analyse data, evaluate pupil progress and plan an appropriate course of action for improvement.  Inspire, challenge, motivate and empower the pupil.  Ability to investigate, resolve problems and make decisions.  Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).  Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child’s education.  Expecting and facilitating the child to reach their potential irrespective of differentiated learning abilities.  Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.  Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines. | E  E  E  E  E  E  E  E  E |
| **Personal Attributes**  Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.  Energy and enthusiasm.  Confidence and excellent inter-personal skills.  Loyalty and confidentiality.  Committed to continuing professional development for self and others. | E  E  E  E  E |