



Job Description

One-to-One Learning Support Assistant for Specific Individual Pupil

Core purpose of role

To work as part of the staff team in Reception, ensuring the care and education of one specific pupil and enabling them to maximise their learning and develop, as well as supporting the wider Reception team and other pupils as and when required.

Key duties:

- Working closely alongside the class teacher to ensure that the specific pupil's individual needs are planned for and met within all aspects of their time in class
- To liaise consistently with the pupil's parents about the specific pupil's progress and attainment
- To support the health, safety and well being of the specific pupil, encouraging independence and self help skills, good standards of personal hygiene, good manners and social skills through specific modelling and teaching
- To be actively involved in the assessment of the individual pupil in order to provide for their individual needs and assist with record keeping and reporting to parents
- To look after pupils who may be unwell or require first aid treatment in line with school policy and procedures
- To have a pastoral role, nurturing and comforting pupils as required
- To encourage positive behaviours in pupils using clear behaviour management strategies, setting clear boundaries and modelling effective behaviours
- To contribute to report writing and record keeping for the specific pupil when needed
- To participate in school trips ensuring effective supervision of pupils at all times
- To support pupils during meal and snack times, encouraging good manners and healthy eating
- To undertake all duties assigned by the nursery teacher, Deputy Head Teacher or Head Teacher, consistent with the core purpose of the role.

Person specification

- English and Maths GCSE grade C or above, preferred
- Some experience in a School/Nursery setting, preferred
- Good written and spoken English
- Ability to undertake all the duties outlined in the job description
- Some knowledge of effective EYFS curriculum and practice preferred
- Ability to use own initiative, take responsibility and develop positive and strong relationships with children and adults
- Strong organisational skills and time management
- Commitment to safeguarding, equalities and teamwork