

## Job Description

Job Title: 1:1 Support Assistant

Reporting to: Head of Middle School

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### The School

Set in the idyllic Cotswolds, Kitebrook provides an outstanding all-round co-educational education where children are allowed to develop at their own pace in a happy and supportive environment that inspires self-confidence and a sense of independence.

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### Purpose of the Position

Kitebrook Preparatory School requires a qualified, dynamic, and enthusiastic Teaching Assistant to work 1:1 with a child on a daily basis, supporting with all learning needs both in and outside the classroom

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### Responsibilities & Duties

#### Curriculum

- To provide in class and out of class support for the pupil, including specialist subject support as appropriate
- Prepare suitable focus activities and select appropriate books and materials for the pupil, including specialist subject support as appropriate
- It is essential for all staff to take an active part in the extra-curricular life of the school supporting the child when they take part in extracurricular activities.

#### Administration

- To attend appropriate training
- To provide regular feedback to both the class teacher or SENCo
- To deliver 1:1 or small group interventions on a regular basis and keep records of these
- Attend residential visits and trips where appropriate
- To support the assessments of pupils
- To provide data and information to inform annual and transition review paperwork, pastoral support plans, learning support profiles and academic reporting

#### Contact with Parents

- Liaising with parents in relation to academic and behavioural matters
  - Attending relevant parents' meetings and being available to meet with parents at other times where necessary
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**Discipline**

- Liaising with the Head of Middle School if there are any breaches of school discipline
  - Helping to keep classrooms tidy and in good order with updated displays
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**Application Process**

Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may be required to undertake practical tests to cover the skills and abilities shown below:

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**Work Experience**

Essential	Desirable
Experience working with children in special educational needs The ability to deliver a personalised and engaging curriculum under the guidance of the class teacher and SENCo Strong interpersonal skills and a caring attitude A high level of commitment and initiative Dedicated to safeguarding and promoting the welfare of children. Good verbal communication skills including the ability to communicate effectively with carers and parents. Able to take the initiative. Understand the requirement for confidentiality and sensitivity. Supportive of the ethos of the school. Willingness to undertake break and lunchtime duties.	Good IT skills.

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*Kitebrook Preparatory School is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Radley Schools Group; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.*