



HILDEN GRANGE SCHOOL
62 Dry Hill Park Road
Tonbridge
Kent, TN10 3BX



Job Description

Job Title	One to One Learning Support Assistant – Fixed Term
Reports to	Head of Learning Support (SENDCo)

Duties and Responsibilities

To work as a One-to-One Learning Support Assistant with a named pupil -

Support for the Pupils –

- To promote the inclusion of named pupil within a classroom environment
- To establish constructive relationships with the named pupil and their parents, encouraging their involvement in all aspects of the child
- To encourage child's self-confidence and independence in a caring, secure and safe environment.
- To set challenging and demanding expectations and promote self-esteem and independence
- To support the pupil in developing social skills
- To encourage the named pupil to interact with others and engage in activities led by the teacher
- To work under the direction of the teacher in the classroom
- To provide updates to the SENDCo on the progress of intervention
- Attend and participate in relevant meetings as required including annual EHCP reviews and ILP reviews
- To set and review SMART targets, in conversation with the SENDCo and teachers concerned
- To be a highly reflective practitioner with a strong desire and interest in developing own skills which will enhance the learning experience of the named child.
- To provide the named child with support materials, under the direction of the SENDCo

Support for the Teacher –

- To support the named child as directed by the teacher, consistent with their instruction and teaching, with a view to encouraging as much independence as possible.
- To liaise with SENDCo
- To liaise with Prep Teachers or other appropriate staff over specific concerns about the named pupil and feedback to the SENDCo
- To encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND
- To promote good pupil behaviour, in line with the School's behaviour policy
- To complete any other appropriate duties given by the SENDCo

Support for the Curriculum –

- To log all intervention notes online on the intervention log, as directed by the SENDCo
- To feedback on interventions with colleagues, and adapt, as needed, in liaison with the SENDCo
- To support the use of IT in learning activities to develop pupils' competence and independence, particularly through the use of Assistive Technology
- To support fine motor activities and develop handwriting skills
- To read 1:1 with named child, supporting their progress in reading
- To keep up to date with relevant legislation (including the Code of Practice, SENDA and European Legislation relating to Human Rights)

Support for the School –

- To be aware of and comply with all School policies and procedures.
- To support the aims and ethos of the school.
- To attend Prep staff meetings, pastoral meetings, and departmental meetings, as required.
- To work to personal timetable as agreed with the SENDCo. Any timetable changes must be agreed by the SENDCo.
- To establish positive working relationships with staff.
- To accompany named pupil on educational visits, trips and out of school activities, as required, under the supervision of a teacher.
- To participate in training and other learning activities and performance development as required and agreed by your line manager.
- To maintain appropriate confidentiality

Qualifications, Skills, and Experience

Qualifications –

- NVQ level 2 (or equivalent) or above
- English and Maths GCSE Grade C or above, or equivalent.

Experience –

- Experience of working in a similar role, particularly working with children with Dyslexia, where it impacts on engagement
- Experience of delivering interventions

Skills –

- Have good interpersonal and organisational skills.
- Be an excellent communicator who maintains positive relationships with pupils, staff, and parents
- Be flexible, embracing new ideas and have a pro-active approach.

Knowledge –

- An understanding of Dyslexia
- A good understanding of how to employ the use of the 'Characteristics of Effective learning' (active engagement, motivation, self-regulation) to support the child's learning and development.

Personal Competencies & Qualities -

- Have a positive, enthusiastic approach with an energy and passion for working with young children.
- Have a strong desire to work as a part of a team collaboratively, ensuring continuity.
- Have determination and drive to ensure that every pupil fulfils their potential.

Signature & Date of post holder**Job Holder:****Signature:****Date:**

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.