



Mrs Karen Wyborn BA (Hons) PGCE NPQH
Headteacher

2025-26 - Job Description

Post Title: 1:1 Pupil support

Post Responsible to: Headteacher of Prep School

Job Purpose

The post holder is responsible to the Headteacher of Prep School, working under the direction of the SENCO and the class teacher.

The post holder works on a professional level with colleagues and specialist teachers and seeks to establish and maintain productive relationships with them, with the aim of supporting the educational, personal, health, social and emotional needs of the individual pupil.

Key Tasks

In co-operation with the SENCO/teachers, the post holder will fulfil the following duties

Support for the pupil:

- Establish a relationship of trust with the pupil.
- Undertake a range of activities, ensuring the pupil's safety and facilitating his physical, emotional, social and educational development within an equal opportunities framework.
- Carry out pre-determined educational activities and work programmes whilst promoting independent learning.
- Work to establish a supportive relationship with the pupil and parents concerned.
- Encourage the pupil to develop successful self-management skills and strategies that lead to co-operation and acceptable behaviour.
- Deal appropriately with behavioural issues and promote and reinforce the pupil's self-awareness and self-esteem.
- Supervise and support the child during outdoor and indoor break times, and other activities outside the classroom, such as trips and fixtures.
- Carrying out necessary programmes as set by outside agencies.

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
+44 (0)1202 714110 | prep-admin@bcschool.co.uk
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

bournemouthcollegiateschool.co.uk

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY
+44 (0)1202 436550 | senior-admin@bcschool.co.uk
Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF
CATS
GLOBAL SCHOOLS

Support for the teacher:

- Deliver specific intervention programmes as set by the teacher.
- Monitor the pupil's emotional well-being and health and intervene in a timely manner to ensure his comfort and safety.
- Monitor individual pupil's needs and report these to their teacher as appropriate.
- Maintain records of the pupil's development as are required by the School.
- Prepare resources and educational materials to support the delivery of the curriculum and ensure that resources are used efficiently and effectively, involving the pupil in the preparation and clearing up when appropriate.
- Feedback to the teacher on the effectiveness of the pupil's tasks/activities and how the pupil responded to these.
- Participate in planning and staff meetings when required.
- Attend meetings with the school and outside agencies when required to discuss the pupil's ongoing needs and development.

Support for the School:

- Be aware of and adhere to the School's policies, procedures and Code of Practice.
- Be aware of confidential issues linked to home/pupil/teacher/school and work to keep confidences as appropriate.

Support own development:

- Attend relevant training and development opportunities as required by the SENCO/ Headteacher of Prep School
- Attend staff meetings and briefings, INSET days, parents' evenings and meetings, open days, school fetes, prize giving and any other school events as required.

The job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment after consultation with the post holder.

Curiosity

Commitment

Creativity

Community



Mrs Karen Wyborn BA (Hons) PGCE NPQH
Headteacher

Signed: _____
Post Holder

Date: _____

Signed: _____
Headteacher of Prep School

Date: _____

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
+44 (0)1202 714110 | prep-admin@bcschool.co.uk
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

bournemouthcollegiateschool.co.uk

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY
+44 (0)1202 436550 | senior-admin@bcschool.co.uk
Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF
CATS
GLOBAL SCHOOLS



Mrs Karen Wyborn BA (Hons) PGCE NPQH
Headteacher

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY
+44 (0)1202 714110 | prep-admin@bcschool.co.uk
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

bournemouthcollegiateschool.co.uk

BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY
+44 (0)1202 436550 | senior-admin@bcschool.co.uk
Mrs Maria Coulter BSC (Hons) PGCE NPQH, Headteacher

BRIGHT SCHOLAR (BCS) MANAGEMENT LIMITED. Registered Office: Suites 6-7 the Turvill Building Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. Registered in England No: 11494533



PART OF
CATS
GLOBAL SCHOOLS