

Job Description

Post Title: 1:1 Learning Support Assistant

Responsible to: SENCo

The post holder is responsible, in the first instance, to the SENCo for all duties under the general direction of the Principal.

Job Purpose

- To assist in promoting the learning and personal development of the pupil/s to whom you are assigned, to enable them to make best use of the educational opportunities available to them.
- The post holder has a responsibility for promoting and safeguarding the welfare of all pupils.

Key Tasks

The post holder will support the pupil by:

- 1 Developing their independent learning skills and to support them to make progress against agreed outcomes. Including, but not limited to:
 - Ensuring the pupil is able to use equipment and materials provided.
 - Motivating and encouraging the pupil's independence by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
 - Assisting in areas of difficulty, e.g. fine and gross motor skills, numeracy, handwriting and presentation.
 - Using praise, commentary and assistance to improve resilience and motivation.
 - Liaising with SENCO, class teachers and other professionals about individual plans, contributing to the planning and delivery as appropriate.
 - Providing additional nurture to individuals when requested.
 - Help to make appropriate resources to support the pupil.
 - To support the use of ICT in learning activities and with specific programmes to support learning.
- 2 Supporting the pupil to manage their own health needs as independently as possible.
 - To support the implementation of the pupil's health care plan.
 - To undertake tasks as required from the plan, training provided.
 - Work with the school nursing team and other health professionals to monitor the pupil's management of their health needs.
 - Using commentary and assistance to encourage independence.
 - To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.

Curiosity

Commitment

Creativity

Community

3. Developing a positive self-concept and raising their self-esteem.

- To support the pupil in developing social skills both in and out of the classroom.
- To support the pupil to identify and express feelings in a positive way.
- To help the pupil develop a positive identity.

4. When required, supporting the pupil in a full range of activities e.g. Co- curricular clubs, homework clubs and school trips.

Support the School by:

- Establishing supportive relationships with the pupil and where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- Promoting the inclusion of the pupil with SEND.
- Contributing towards reviews of the pupil's progress as appropriate.
- Providing individual support, as required, during examination sessions
- Being aware of and adhering to the School's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school and working to keep confidences as appropriate.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the post holder.

Support own development by:

- Participating in the School's performance management procedures.
- Attending relevant training and development opportunities as required by the Principal.
- Taking part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.

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 regularly and it may be subject to modification or amendment after consultation with the post holder.

There may be variations in the way in which a Learning Support Assistant is deployed from year to year: for example, the age of pupils and range of subjects that the post holder supports. Such changes are made after consultation with the post holder.

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Mrs Maria Coulter BSC (Hons) PGCE NPQH
Principal

Signed:

Date:

Post Holder

Signed:

Date:

Principal

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