



GATEWAYS SCHOOL

Learning Support Assistant (Prep School)

Accountable to:

Head of Learning Support (Prep)

Purpose of the Job

Under the direction of the Head of Prep and Head of Learning Support (SENCo), the role of a Learning Support Assistant will be utilised across the Prep school for small group support, 1:1 support and running bespoke interventions. You will be expected to guide individuals, or small groups with special educational needs (SEN) and to work both within and outside of the classroom.

The objectives, and termly timetable, of a Learning Support Assistant will fluctuate according to the individual needs of the pupils in the Preparatory school. The overall aim is to support SEN pupils with varying needs through academic, pastoral and behavioural elements of school life.

As a staff member at Gateways, your responsibilities will include:

- Being responsible for safeguarding and promoting the welfare of children.
- Following all school policies and procedures.
- Attending all school training days and meetings as required.
- Supporting teaching staff and pupils in making academic progress.
- Creating and enhancing displays to aid learning.
- Supporting teaching staff in the delivery of the curriculum.
- Accompanying children on educational visits.
- Supervising children on break and lunch duties.
- Covering absent staff as requested.
- Undertaking professional development in line with the School Improvement Plan.
- Carry out any other duties as required by the Head.



GATEWAYS

SCHOOL

As a Learning Support Assistant, your responsibilities will include:

- Supporting SEN pupils on a 1:1 basis or small group basis.
- Supporting EAL pupils on a 1:1 or small group basis.
- Working under the direction of a class teacher to provide small group support in class.
- Preparing and delivering bespoke intervention-based activities on a 1:1 and small group basis.
- Liaising with teaching staff and Head of Learning Support on delivery of SEN provision.
- Undertaking professional development and relevant training sessions which improve the efficiency of SEN provision at Gateways School.
- Promoting Gateways behaviour systems and positive self-esteem.
- Working alongside teaching staff to assess, monitor and review progress of pupils.
- Supporting the Head of Learning Support in writing a short summary of progress for SEN pupils' reports.
- Maintain and enhance the Learning Support classroom in line with pupils' needs and under the direction of the Head of Learning Support.
- Upholding strong relationships with the staff and parent communities of Gateways.
- Carry out any other duties as required by the Head of Learning Support, Head of Prep and Head.

This job description may be subjected to amendment upon mutual agreement of the Head of Prep, the Head of Learning Support and the individual staff member and this will be reviewed annually.



GATEWAYS SCHOOL

Person Specification	Essential	Desirable
Qualifications		
A* - C in English and Maths (<i>or equivalent</i>).	X	
Learning Support/Teaching Assistant Qualification.		X
TEFL qualification, or willingness to undertake training for working with EAL children.		X
Knowledge		
Knowledge of child development.	X	
A belief in inclusion for all and an understanding of multi-sensory teaching methods.	X	
A passion for special educational needs and the methods to support children in their academic and personal achievements.	X	
Experience		
Experience working with children.	X	
Experience working with/delivering interventions specific to dyslexia.		X
Experience working with children with complex needs including autism, ADHD or speech delay.		X
Skills		
Excellent listening and communication skills.	X	
Excellent problem-solving skills.	X	
Able to work as part of a team and independently.	X	
Competent user of IT.	X	
Personal Attributes		
Patient, kind, approachable and adaptable.	X	
To be reliable and punctual.	X	
Enthusiastic, positive and creative.	X	