

**Job description: Learning Enrichment Tutor/ Teaching Assistant**

**Reports to:** SENDCo

**Start Date:** 29<sup>th</sup> August 2025

As a Learning Enrichment Tutor/ Teaching Assistant, you will work closely with the SENDCo to provide excellent provision for targeted pupils. You will support pupils with a range of Special Educational Needs and Disabilities (SEND), along with pupils with English as an Additional Language (EAL). You will also play a key role within the school to promote pupil wellbeing and support whole school differentiation.

Most support will be provided in mainstream classrooms or small group environment. You will be a champion for the pupils you work with and help them to achieve their full potential.

**MAIN RESPONSIBILITIES**

**Supporting Learning**

- To have a thorough understanding of all Special Educational Needs and how to best meet the learning needs of all targeted pupils
- Liaising with curriculum teachers to ensure effective information sharing
- Maintaining contact with parents and carers to foster a positive relationship with the school
- Reporting to the SENDCo on pupils' progress
- Running extra-curricular clubs and classes which contribute to pupils' aspirations and achievement

**Teaching and Learning Responsibilities**

- Support subject teachers with differentiation strategies
- To track the progress of targeted pupils, including attainment, behaviour and attendance
- To provide feedback and keep accurate records relating to pupil achievement and progress.
- Deliver learning interventions as required e.g. literacy
- Carry out 1:1 or small group activities such as social skills groups.
- Support the SENDCo with identification of learning needs. For candidates wanting experience relevant to roles such as Educational Psychology, this could include an introduction to screening tools
- Nurture every pupil's intellectual curiosity, asking pertinent questions to deepen pupils' understanding
- Systematically check pupils' understanding and act to correct any misconceptions
- Support with screening tools and assessments
- Organise and manage appropriate learning environments and resources
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Support the delivery of exams and provide access arrangements provision e.g. scribing

#### **Wider Responsibilities**

- Develop and implement learning profiles and personalised targets
- To take part in annual reviews and other meetings, as directed by the SENDCo
- Where appropriate, support the SENDCo with staff training opportunities
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils to manage their behaviour consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.

#### **Other**

- Duties: playground, lunch, before and after school in rotation with other teachers.
- Covering the front desk, answering the phones and letting guests in.
- Assist with any additional lessons as cover, when required.
- Assist with assessment days (admissions).
- Helping with both permanent and temporary displays and exhibitions.
- Undertake other duties as the Head may reasonably request.
- Carry out other reasonable tasks as directed by the SENDCo

#### **Experience & qualification**

We feel this post would be particularly well suited to graduates who are interested in pursuing a career in education and/or SEND and want to gain experience and expertise. We welcome applications from all interested parties. The successful candidate will grow with our school: we will develop you, providing one-to-one support, coaching and access to extensive network training.

#### **Personal Skills**

- Highly organized.
- IT literate and competent in data entry.
- Knowledge of Microsoft packages is desirable: Word, Excel, PowerPoint, OneNote
- Excellent communicator, with patience tact and diplomacy in working with young people, their parents and education professional alike.
- Excellent interpersonal skills.
- An ability to work independently.

#### **Benefits include:**

- Contributory pension scheme.
- Free lunches when school is in session.
- CPD opportunities.