



## Job Description

**Post Title:** 1:1 Learning Support Assistant

**Responsibility:** To work under the guidance of teaching/senior staff to assist in promoting the learning and personal development of the child to whom you are assigned, to enable them to make best use of the educational opportunities available to them and access learning, in accordance with the School's Policies, procedures and EHCPs.

**Responsible to:** Class Teacher/Lead Teacher/SENDCO

### Duties include:

- Plan, prepare, deliver and evaluate assigned programmes of teaching and learning activities to an individual child modifying and adapting activities, identifying areas of improvement and new developments as necessary, under the overall direction and supervision of the teacher.
- Work in partnership with teachers and other professionals to provide information about the child and effective support for learning activities tailoring it to the needs of the child if necessary.
- Establish constructive relationships with parents/carers, supporting the role of parents / carers in pupil learning and contribute to meetings with parents / carers to provide constructive feedback on the child's progress/achievement.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of the child and use detailed knowledge and specialist skills to support child's learning.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activities and assist children in their use.
- Implement the provision in accordance with the child's EHCP targets and outcomes, alongside the outcomes for their stage of development and learning. This may include working with a small group of children.
- Assess record and report on development, progress and attainment.
- Monitor the child's responses to learning activities/interventions and accurately record achievement/progress and feedback to the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, whilst motivating, encouraging and reassuring the child.
- Help keep the children safe.
- Develop and promote positive working relationships with staff, children and parents and promote the school positively at all times.
- Liaise with class teacher, SENDCo and other professionals about EHCP targets, contributing to the planning and delivery as appropriate.

- Maintain a high level of pastoral care to the child and other children and throughout the school.
- Provide appropriate help throughout the day, including break and lunchtime monitoring as necessary.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend and participate in relevant meetings as required.
- Maintain accident records as required.
- Be a role model for children and colleagues in terms of speech, dress, behaviour and attitude.
- Be punctual and professional at all times.
- Maintain and promote a positive image of the school to children, parents and visitors.
- Consistently and effectively implementing all school policies and procedures.
- The Post holder may undertake any other duties that are commensurate with the post.

#### **Statutory duties:**

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCAT procedures.

- **Equality and Diversity**

To be responsible for promoting equality and diversity in line with BCAT procedures.

- **Health and Safety**

To be responsible for following health and safety requirements in line with BCAT procedures

- **Training and development**

To participate proactively in training and development including qualification development required in the job role.

- **Other duties**

Any other duties as determined by your line Manager

Date 09/06/2022