



## Job Description – 1:1 Learning Support Assistant

### Purpose of job:

To provide 1:1 support for a key child in KS3, encouraging inclusion, development of skills and communication with all relevant parties.

### Reports to:

Head of Learning Development

### Responsible to:

- The Head
- Head of Learning Development
- The Deputy Heads
- Class Teacher

### Other key relationships:

- The Head
- The Governing Body

### Key responsibilities:

#### Teaching and Learning

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions
  - ensuring the pupil can access and use equipment and materials provided
  - motivating and encouraging the pupil e.g. by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
  - using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - liaising with Class Teacher, Head of Learning Development and other professionals about current reports and strategies, contributing to the planning and delivery of these as appropriate
- Helping to make/modify appropriate resources and tasks to support the pupil



- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the Head of Learning Development and Class Teacher to achieve the intended learning outcomes.
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
- To be willing to support playground/break time/lunch time supervision e.g., educational games or wellbeing support

## Communication

- To establish supportive relationships with the pupil and parents concerned.
- To promote the acceptance and inclusion of the pupil with Special Educational Needs (SEN), encouraging pupils to interact with each other.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance, self-esteem and a can-do attitude.
- To support the pupil in developing speech, language communication and social skills both in and out of the classroom, as well as in the playground and grounds.
- To provide regular feedback on the pupil's learning and behaviour including feedback on the effectiveness of the strategies adopted.
- To be up to date with any pertinent information on the school's Safeguarding and SEN tracking systems, e.g. reading reports and contributing to the EHCP.
- To contribute towards reviews of the pupil's progress as appropriate.

## Health and Safety

- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- To accompany teacher and pupils on educational visits.
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan.
- Log incidents/accidents in line with the school's Health and Safety policy.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.



St Michael's Prep School

The Joy & Wonder of Learning



The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

