



# **ONE-TO-ONE LEARNING SUPPORT ASSISTANT**

**PART TIME – 20 HOURS PER  
WEEK, 5 MORNINGS 08:30 –  
12:30, MONDAY TO FRIDAY  
TERM TIME ONLY**

**SALARY £17,178, (PAID PRO-  
RATA, AMOUNTING TO  
£8,589.17**

**TO START:AS SOON AS  
POSSIBLE**



## LEARNING SUPPORT ASSISTANT

St Michael's Prep School is a co-educational day school with 471 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We are looking to appoint a Learning Support Assistant who will assist and provide 1:1 support a pupil with additional needs, currently in KS1. We are looking for someone experienced in working with young children who need encouragement, explanation, consistent boundaries and stimulation following the child's interests and aptitudes.

You must be committed to helping to provide an inclusive education and be passionate about improving the outcomes for all pupils.

The successful candidate will be caring and gentle, with the ability to quickly assess the child's needs. You will need to work closely with the teaching team, to ensure that the child's needs are met at every level. You will be able to follow recommendations from professional reports and incorporate these into the school routines, feeding back to other staff and parents where and when necessary.

Please complete a non-teaching application form (downloadable from our website) and include details of what skills, qualities and experience you have any why you would like to apply for the position.

Return to Kim d'Albertanson, HR Officer, at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** Monday 27<sup>th</sup> January 2020 at 12 noon

**INTERVIEW DATE:** Week commencing 3<sup>rd</sup> February 2020

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.*



## 1 to 1 Learning Support Assistant



### JOB DESCRIPTION

Responsible to:

- The Head of Pre-Prep
- The Head of Learning Development
- The Headteacher
- The Governing Body

### KEY RESPONSIBILITIES:

- 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 is able to use equipment and materials provided
  - motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
  - assisting in all weaker areas of school life.
  - using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
  - liaising with class teacher, Learning Development Manager and other professionals about individual education plans (IEPS), contributing to the planning and delivery as appropriate
  - helping to make/modify appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with AEN, encouraging pupils to interact with each other
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 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 social skills both in and out of the classroom, playground, grounds.
- To support the use of ICT in learning activities and with specific programmes to support learning (for example – Clicker 6)
- To provide regular feedback on the pupil's learning and behaviour to the teacher/Learning Development Manager, including feedback on the effectiveness of the strategies adopted
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- To know and apply school policies on Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.

- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 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 supervision e.g. educational games
- To accompany teacher and pupils on educational visits

**PERSON SPECIFICATION**

**THIS ROLE REQUIRES**

- relevant qualifications NVQ3 or equivalent experience
- experience of working in 1:1 support
- the ability to instil confidence in parents about the care of their children
- use specialist curricular knowledge to support all children's learning
- a respect for the confidential nature of the post

**ALL OUR STAFF NEED TO BE:**

- fully qualified and eligible to work in the UK
- passionate about working with children and developing young lives
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- reliable
- flexible
- great team players
- computer literate
- sympathetic to the Christian ethos and values of the school

**ALL OUR STAFF NEED TO HAVE:**

- a warm and encouraging manner
- an understanding of progression through the National Curriculum, CE and scholarship
- energy, commitment and patience
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour