



Job Description

Job Title	SEND 1:1 Learning Support Assistant
Grade	Scale 3
Reports to	Headteacher, Deputy Headteacher, Class Teacher, SENCO
Liaison with	Teaching staff, Learning Mentor, support staff, Headteacher, Deputy Headteacher and pupils.
Job Purpose	To work collaboratively with class teachers to provide targeted support for pupils with moderate learning, behavioural, communication, or physical needs, ensuring their learning and development are supported in accordance with the National Curriculum, statutory codes of practice, and school policies.
Principal Accountabilities	To provide support for individual pupils and small groups, under the guidance and direction of teaching staff, to enable effective access to learning for children with moderate learning, behavioural, communication, social, sensory, or physical difficulties.
Duties and Responsibilities	<p>Supporting Learning and Teaching</p> <ul style="list-style-type: none"> • Interact with, and support pupils, according to individual needs and skills. • Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate. • Support pupils with activities which support literacy and numeracy skills. • Support the use of ICT in the classroom and develop pupils' competence and independence in its use. • To support learning by selecting appropriate resources and methods to facilitate agreed learning activities. • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required. • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. • To assist with the display and presentation of pupils' work. <p>Supporting Pupil's Wellbeing and Personal Care</p> <ul style="list-style-type: none"> • Establish positive relationships with pupils supported. • To attend to pupils' personal needs including help with social, welfare, care and health matters. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Assist the teacher and other staff in the implementation of care programmes. • To assist pupils during activities such as swimming and PE.



	<p>Monitoring, Assessment and Record Keeping</p> <ul style="list-style-type: none">• Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.• To provide information about pupils as appropriate to staff and other relevant professionals.• Assist with the development and implementation of EHCPs and one plan targets. <p>Supporting the Classroom Environment and Resources</p> <ul style="list-style-type: none">• To assist with the preparation, maintenance and control of stocks of materials and resources.• To help create a positive, engaging and inclusive classroom environment through display and organisation. <p>Teamwork and Communication</p> <ul style="list-style-type: none">• To liaise with staff and other relevant professionals, sharing appropriate information about pupils.• To work collaboratively with teachers and colleagues to ensure consistent support for individual pupils. <p>Supervision and Enrichment Activities</p> <ul style="list-style-type: none">• To supervise pupils for limited and specific periods, including break times, facilitating games and activities.• To assist with escorting pupils on educational visits.
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.• Attend relevant training and take personal responsibility for own CPD.• Attend relevant school meetings as required.• To respect confidentiality at all times.• To understand and apply school policies in relation to health, safety and welfare.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>