

# *Hobletts Manor Junior School*

**Additional Support Assistant 1:1**  
**Grade: H2**

**20 hours per week**

## **Main purpose**

To work with teachers as part of a professional team to support teaching and learning for a specific pupil. Providing learning support to a pupil who needs particular help to overcome barriers to learning, such as those with moderate or multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

## **Key responsibilities**

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
10. Carry out lunchtime duty cover daily

Additional Support Needs Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Job Context**

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Responsible for the supervision of practical activities of individuals or small groups of pupils with special needs, under the direction of a teacher or other professional.
- Provides assistance to pupils on social, welfare and health matters and provides support to the teacher on behaviour management of pupils.

## **Knowledge, Skills & Abilities**

- Requires knowledge and procedures for supporting and leading learning activities.
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.



- Communicates with pupils with additional needs, to support learning and development and encourage acceptable behaviour.
- Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

### **Supervision**

- Works under the direction of the teacher.
- Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
- May demonstrate own duties to new or less experienced staff.

