



Holmer Green First School and Pre-School

Job Description - 1:1 Learning Support Assistant

Grade: Bucks Pay Scale

Responsible to: Inclusion Leader, Headteacher

The post-holder will be expected to work with a named individual child with Special Educational Needs as well as small groups of children.

Under the direction of the class teacher they will be required to support the learning of a named pupil currently on our SEN register. This will include working with a named child on individual programmes as well as aiding their inclusion in the mainstream classroom.

Key Tasks

Under the direction of the class teacher:

- Deliver activities and individual programmes as outlined on the child's Support Plan e.g. specific learning, behavioural, therapy intervention programmes, such as social groups, Talking Partners, Rainbow Road and booster groups.
- Complete evaluations on the intervention sheet for the class teacher.
- To get down and support the child on the carpet during the introduction.
- Actively contribute to the evaluation of support plans and EHCP targets for the named child (where appropriate).
- Enter brief notes of what named child has done in Home School Book, where appropriate.
- Make at least one observation on Tapestry every day for your 1:1 child.
- To make, photocopy, use and maintain work/topic cards/sheets/books and other teaching aids for the named child.
- To follow teachers' plan/programme for the lesson/day/week/term.
- To deliver differentiated starters and plenaries as specified on the lesson plans by the class teacher.
- To mark and annotate the named child's work (where appropriate) to enable the teacher to assess the final product.
- Guide and assist the development of the named child's social behaviour, attitudes and skills as appropriate.
- To assist the named child with toileting, the removal and replacement of clothing/footwear or if the child requires cleaning and/or changing following sickness, soiling etc.
- To undertake lunch time duty, supporting the named child with eating and monitoring behaviour on playground (where appropriate).
- To liaise with other members of staff, multi-professional services and parents.
- To ensure that confidentiality is maintained at all times.
- To understand and comply with all relevant school policies, including health and safety and child protection.
- To attend relevant courses and training days to develop experience and broaden awareness, expertise and skills.
- To administer support care/first aid (if trained), report to appropriate authorities within the school and enter details into Medical Tracker. Deal with minor medical needs.

- Attend at least one of The Friends of Holmer Green First School and Pre-School annual events, such as the Summer Fayre and the Christmas Fayre.
- Promote the positive image of the school within the local community.
- Participate with the school's appraisal process and follow the school's code of conduct.
- Uphold the school's vision, values and ethos at all times.
- To carry out the duties of the post in accordance with the school's diversity policy.
- Carry out any other reasonable duties as required by the Headteacher.

Health and Safety

All staff employed at the establishment have responsibility to:

1. Take reasonable care for the health and safety of themselves and others when undertaking their work.
2. Checking classrooms/ equipment/work areas are safe.
3. Ensuring safe working procedures are followed implementing the requirements of risk assessments.
4. Co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy.
5. Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
6. Reporting immediately to their Headteacher/Line Manager any serious or immediate danger and any shortcomings in the arrangements for health and safety.
7. Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
8. Participating in health and safety inspections and the health and safety committee where appropriate.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Headteacher:	Employee:
Date:	Date: