



WOODHOUSE GROVE SCHOOL

OUTLINE JOB DESCRIPTION

JOB TITLE:	1:1 Support Assistant
LOCATION:	Brontë House School
START DATE:	1 st September 2026
RESPONSIBLE TO:	Lead Teacher
SUPERVISION AND GUIDANCE:	Supervision and guidance will be provided by the relevant teacher and the management team
HOURS OF WORK:	Term Time Only – Tuesday to Friday 8:30am – 12:30pm
ANNUAL LEAVE:	You will not be eligible to take any further holiday during Term Time.
SALARY:	Hourly rate of £13.45

KEY RESPONSIBILITIES:

- To support learning and development in for a child with moderate learning difficulties
- To support class teacher as required
- To be supportive of the ethos of the school
- To support the child / children so that they receive a rich and stimulating learning experience
- To support and work with other practitioners, demonstrating skills and knowledge that promote and safeguard good outcomes for children
- To supervise children during morning and lunchtime breaks as required

MAIN ACTIVITIES – SUPPORT FOR PUPILS

- To establish a good relationship with your 1:1 and their parents and interact with them according to individual needs and stage of development
- To supervise the activities of your 1:1 child as required
- Ensure their safety and access to learning activities
- To support with learning, communication, behavioural or developmental difficulties under the instruction and guidance of the SENCO
- To promote children's rights, equality and anti-discriminatory practice within the school

MAIN ACTIVITIES – SUPPORT FOR TEACHER

- To be able to work as part of a team and to contribute to the overall ethos of the staff team and of the school
- To assist, where needed, with the preparation of materials and resources for teaching and learning
- To make a contribution to the organisation of safe, welcoming, stimulating and effective learning environments



- To promote good behaviour
- To participate in training and CPD as required, including paediatric first aid, in order to remain abreast of current developments in childcare and education policy and practice
- To be aware of and comply with all relevant school policies including the safeguarding policy, staff code of conduct, missing child policy, uncollected child policy, personal care policy, e-safety policy
- To attend and participate in relevant meetings as required
- To attend and participate in school trips and residentials when required
- To attend and comply with school induction procedures
- To be part of the school's appraisal process

SKILLS

Essential:

- Experience of nurturing and engaging positively with children
- Experience of caring for children with learning difficulties
- Good communication skills

Desirable:

- Experience of at least 1 year
- Experience of working in a nursery / school nursery

As this role involves substantial access to children, it is important that you provide legally accurate information. Upfront disclosure of a criminal record will not automatically prevent appointment; we will consider the nature of the offence, how long ago it occurred, the age at the time, and any other relevant factors.

If you are shortlisted, you will be asked to complete a self-disclosure form prior to interview. Any information disclosed will be discussed at interview and handled confidentially.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must disclose all spent and unspent convictions, cautions, reprimands and warnings that are *not* 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended in 2013 and 2020). Certain spent convictions and cautions are legally 'protected' and must not be disclosed to employers.

Further guidance on what must be disclosed can be found in the Ministry of Justice guidance on the ROA, the DBS filtering rules, and through organisations such as Nacro and Unlock.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and



employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Signed:

Name:

Date: