



Role: 1:1 Learning Support Assistant  
Responsible to: Senior School SENCO / Headmistress of Senior School  
Location: Tranby  
Qualifications: A strong secondary education to at least level 2, including GCSE Maths and English passes at grade C or above  
Salary £9.30/hour

**Overall Purpose of Job:**

To work under the direct supervision of teaching staff or independently to support learning for pupils with special educational needs including dyslexia.

**Main Responsibilities:**

- Helps individual pupils to access the differentiated curriculum, including assisting with the planning and evaluation of learning activities
- Assists with general administration and supports classroom management, including creating learning materials
- Contributes to the development, implementation and evaluation of support plans and that are devised by the SENCO
- Assists pupils to develop good organisational skills
- Supervises one to one learning activities in school away from the main teaching area, following appropriate risk assessment
- Undertakes a regular duty supervising pupils during breaktime and attachment to the pastoral team undertaking the role of a co-tutor where required
- Helps promote pupil good behaviour and discipline through positive interactions with the pupils and participates fully in strategies agreed as part of any pupil's individual behaviour plan
- Shares with the teacher, colleagues and supporting professionals and parents, issues of concern and positive feedback about the pupil's welfare and achievements
- Attends and contributes to review meetings as required
- Is aware of and follows guidelines/procedures relating to child protection, health and safety, security, data protection, reporting concerns to the appropriate staff
- Any other relevant activity as required to support the classroom teacher
- Contribute to the overall aims and ethos of the school

## **Knowledge, Skill and Experience Required:**

### **Essential**

- Excellent communication skills
- Time management and organisational skills
- Experience of working with children with literacy difficulties
- Literacy and numeracy skills – GCSEs or equivalent
- Knowledge of child development and children's personal development needs
- Knowledge of the implications of common disabilities in children for teaching and learning at school and for families of pupils
- Knowledge of strategies which promote good behaviour and discipline
- Ability to work closely with colleagues
- Lots of patience and a sense of humour!
- Eagerness to learn/undertake professional development activities

### **Desirable:**

- First aid training
- ICT capability
- Level 3 qualification or equivalent in a relevant subject area

### **Creativity and Innovation:**

- Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities
- Monitors and is responsive to pupil personal needs and communication
- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate
- On the basis of their knowledge and understanding of pupils' needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher.

### **Decision Making:**

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous
- Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make excellent progress
- Takes action to meet pupil needs as they arise to avoid undue physical or mental stress
- Responds appropriately to pupil attempts to communicate needs
- Communicates information effectively to teachers, other professionals and parents whenever the need arises