

Job Description – 1:1 Learning Support Assistant

Duties	This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. This is a common occurrence and would not justify a reconsideration of the grading of the post.
Key Areas	<ul style="list-style-type: none"> ➤ Work with a child who requires 1:1 support; ➤ Team Work; ➤ Liaise with Parents/carers.
Purpose of Post	<ul style="list-style-type: none"> ➤ To carry out the responsibilities of a one to one teaching assistant as they apply to the specified child. If the child is absent they will work as a general teaching assistant/ key worker. ➤ To provide a high standard of physical, emotional, social and intellectual care for children in the school. ➤ To give support to other personnel within the school. ➤ To implement the daily routine. ➤ To support identified child with specific needs.
Responsible to:	Class Teacher/SENDCO/Deputy Headteacher
Hours of Work	Monday – Friday 8.30am to 3.20pm 30hrs pw term time only . You may be required to attend INSET days which will be paid in addition to your basic salary
Pay Scale	Grade 14 .6 £**** (pro-rata)
Duties and Responsibilities	<ul style="list-style-type: none"> ➤ Supervise and provide particular support for the pupil, ensuring their safety and access to learning activities ➤ Assist with the implementation of Education Health Care Plan. ➤ Establish constructive relationships with the pupil and interact with them according to individual needs ➤ Set expectations and promote self-esteem and independence ➤ Consistently and effectively implement agreed strategies ➤ Liaise with and support parents/carers and other family members; ➤ Be flexible within working practices of the school. ➤ Work alongside the class teacher and other learning support staff to ensure that the ethos of the school is fulfilled; ➤ Respect the confidentiality of information received; ➤ Promote the inclusion and acceptance of all pupils ➤ Where appropriate, to know and apply positive handling techniques
Specific Child Care Tasks	<ul style="list-style-type: none"> ➤ To support the pupil in developing social skills both in and out of the classroom ➤ Supporting therapeutic play ➤ Supporting the individual needs of the child; undertaking tasks to meet targets on the EHC plan. ➤ To maintain a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development; ➤ To be aware of and to uphold the School standards at all times. ➤ To actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times. ➤ To develop and maintain a current understanding of the child's condition.