



The Hollybrook Schools

Job Description

Post Title: 1:1 Learning Support Assistant

Hours: Full time (8.45am-3.10 with a 15 minute morning break and a half an hour lunchtime)

Grade: 6

Responsible to: Headteacher, Class Teacher and Special Needs Co-ordinator

Purpose of Job:

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

Main Duties

1. To work with an individual child as directed by the class teacher or SENCo, to support learning.
2. Knowledge/experience or an interest in PECS
3. To establish supportive, caring and secure relationships with the child/children, promoting respect, self-esteem and a positive, inclusive whole school ethos linked to a trauma informed approach
4. To develop knowledge and understanding of children with specific academic, physical and emotional/behavioural needs and respond to them effectively establishing a supportive relationship and encouraging their acceptance and integration within the school
5. To assist the class teacher / SENCo with the planning, development and delivery of suitable programmes of work for pupils with a statement of special educational needs
6. To assist the teacher / SENCo in developing, planning and implementing programmes to support children's development and learning

7. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved
8. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers
9. To provide welfare support to the children, including administering First Aid (dependent on training)
10. To liaise with outside agencies, where appropriate, in respect of individual children
11. To assist with general school duties including setting up of classrooms, preparing resources and displays, tidying and clearing away
12. To assist with the supervision of pupils during school time and to undertake playground duty
13. To accompany children off school premises as directed by the class teacher

Supporting the School

1. To support the aims, values and policies of the school and participate in a team approach to all aspects of school life
2. To attend and contribute to TA meetings and in service training and identify areas for professional development
3. To comply with all policies, procedures and working practices relating to safeguarding, health and safety, confidentiality and data protection

Other Duties

The postholder may be expected to carry out any other duties which may reasonably be allocated by the Headteacher after consultation with the postholder.