**1:1 Learning Support Assistant Required**

 **June 2023 Start**

**Job Summary**

**Contract type:** Fixed term contract – Linked to a child

**Working time:** 15 hours per week in academic year 22-23 moving to 30 hours a week from 1st September 2023. Term time only.

**Role:** 1:1 Learning Support Assistant

**Salary:** Level 2B point 3 to 5 (£7,313 to £7,783 for 15 hours, then £14,627 to £15,566 for 30hrs from Sept 2023)

**Start date:** Monday 19th June (or as soon as possible)

**Advert start date:**Wednesday 24th May 2023

**Closing date:**Monday 5th June 2023 at midday

**Interview date:** Monday 12th June 2023

We are currently seeking to appoint a passionate and dedicated Learning Support Assistant to join our inclusive team to work on either a 1:1 basis, or within a group of children.

**Main Purpose of the Role:**

You will be working with a pupil on a 1:1 basis, to help them access the curriculum and thrive and learn in line with their Education, Health Care Plans (EHCP). We need a classroom practitioner who will bring their experience, passion for learning and energy to our talented teaching team.

**Establish and maintain relationships with individuals and groups**

* Motivate and care for each pupil as an individual and foster independence
* Establish relationships with groups
* To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs and Disabilities Co-ordinator (SENDCO) and other teaching assistants; working at all times within the school’s policies and procedures

**Support pupils during learning activities**

* Encouraging students to take responsibility for their own learning and promoting development of self-esteem
* Assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of SEND Profiles and Personal and Pastoral Support Plans.
* To help assess and systematically record pupil progress and achievements, using the results of this monitoring in further support work.
* To attend to the educational, personal and social needs of the pupil and any other requirements depending on the pupil’s needs and, wherever possible, make these part of the learning experience.
* To promote and support the inclusion of all pupils in the learning activities in which they are involved.

**Contribute to the management of pupil behaviour**

• Promote school policies on pupil behaviour

• Support implementation of strategies to manage behaviour

• Contribute to the management of pupil behaviour

• Employ strategies for behaviour management and report any problems to the teacher

• Report any progress towards targets for children with Behaviour Support Plans/SEND Support Plans

• Provide level of attention appropriate to pupil’s needs, modifying approach to ensure that desired outcomes are achieved

• Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

**Assist in preparing learning environment**

• Prepare resources and materials

• Assist in setting out learning materials and set out materials for use appropriate to the planned activities

• Confirm type and quantity of materials with teacher

**Contribute to maintaining pupil records**

• Confirm role and responsibility for helping to maintain records with teacher

• Confirm understanding of purpose and nature of relevant pupil records with teacher

• Update relevant records at agreed time intervals

• Ensure that contributions are accurate, complete and up to date

* Providing regular feedback to the class teacher on the progress made

• Knowledge of observation techniques and understanding types of reporting, including verbal and written

• Carrying out observations after consultation with the teacher about purpose

* Record findings in agreed format

**Contribute to planning of learning activities**

• Understand the most effective way in which to support learning for a given task

• Understand the needs of pupil/s with whom working

• Discuss expected learning outcomes with teacher and agree upon success criteria

• Provide feedback for teacher on outcomes of learning activity

**Promote social and emotional development of pupils**

• Support pupils in developing appropriate relationships

• Help to develop self-esteem of pupils

• Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to school policies

• Employ strategies agreed by school via policies to raise self-esteem, such as rewards system and praise

**Support maintenance of pupil safety**

• Demonstrate awareness of symptoms associated with minor health problems

• Have full knowledge of Health and Safety policy

• Respond to minor health problems, for example with regard to asthma, allergies etc.

• Report any illness to teacher or other member of staff responsible for dealing with pupil health

**Contribute to health and wellbeing of pupils**

• Awareness of strategies for assisting pupils to settle into new settings

• Help pupils to adjust into new settings

• Recognise signs of distress and offer reassurance

**Support use of ICT in the classroom**

• Prepare equipment for use

* Support classroom use of equipment

**Provide literacy/numeracy support to allow access to curriculum**

* Knowledge of school’s policies for literacy and Numeracy
* Working with individuals and groups on number or literacy tasks
* Knowledge of intervention strategies to support pupils with literacy and numeracy difficulties
* Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

**Liaison with other team members and parents in a professional manner**

* Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school’s policy for confidentiality; policy and procedure for parents’ access to teaching staff and Head of School
* Interacting appropriately and professionally with teachers and other colleagues and parents/carers

Further information, an application form and job description can be found on our website [www.mapletreeprimaryschool.com](http://www.mapletreeprimaryschool.com) or from the school office – 01767 699806 or office@mapletreeprimaryschool.com **Visits to the school are encouraged and warmly welcomed. Please contact the school office to arrange a convenient appointment.**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the requirements of the Person Specification in order to be offered the post. DBS Disclosure at Enhanced Level and a qualification check are required for this post.*

**PERSON SPECIFICATION**

**JOB TITLE: 1:1 LEARNING SUPPORT ASSISTANT**

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| --- | --- | --- |
|  | ***Essential*** | ***Desirable*** |
| **QUALIFICATIONS**  | * Level 2 Teaching Assistant
* G.C.S.E in English and Mathematics or equivalent
 | NVQ Level 2 or equivalent in education. |
| **EXPERIENCE /KNOWLEDGE** | * Previous experience working with SEND pupils
* Commitment to developing children’s skills within a classroom setting.

• Proven successful experience of working with children in an educational setting• Have an understanding of the importance of lesson planning, SEND Support Plans and learning objectives to contribute to learning• Knowledge and understanding of the importance of the school’s Child Protection and Safeguarding, Health and Safety, Behaviour policies* Understanding of and commitment to work within the scope of the school’s equal opportunities policy
* Understanding educational needs of children.
 | * Min 1 years working within a primary school setting
* Knowledge of planning and development of educational activities.
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| **SKILLS AND ABILITIES** | * Ability to work as part of a team
* Able to communicate effectively with a range of people
* Well organised and practical
* Able to form and maintain a range of Teaching and Learning strategies
* Able to form and maintain appropriate professional relationships and boundaries with children and parents
* Able to organise and deliver classroom activities
* Able to implement a range of Teaching and Learning strategies
* Able to deal with sensitive information in a confidential manner
 | Knowledge of planning and development of educational activities. |
| **ADDITIONAL FACTORS** | * Have a caring and positive nature
* Prepared to undergo training appropriate to the post
* Work in line with the school’s behaviour policy
* Work within the guidelines of the Safeguarding Children and Young People’s
* Willingness to attend and participate in meetings to review pupil progress
* Ability to monitor and evaluate pupil performance
* Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.
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**1:1 SEND LEARNING SUPPORT ASSISTANT** **JOB DESCRIPTION**

**PURPOSE OF POST**

The successful applicant will carry out the responsibilities of a level 2 teaching assistant as they apply to the specified child. If the child is absent, they will work as a general level 2 teaching assistant.

**RESPONSIBLE TO**

SENDCo/Class teacher/Deputy Head

**DUTIES AND RESPONSIBILITIES**:

* To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
* Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
* To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self-reliance and self-esteem
* To support teaching and support staff in maintaining discipline and following up incidents
* To support the pupil in developing social skills both in and out of the classroom
* To provide regular feedback on the pupil’s learning and behavior to the teacher/SENDCo, including feedback on the effectiveness of the behavior strategies adopted
* To maintain behavior records and logs where and when required
* To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupil’s interests, language development and cultural background
* Understand the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
* Where appropriate, to know and apply positive handling techniques
* To know and apply school policies on Child Protection and Safeguarding, Health and Safety, Behaviour, Teaching and Learning etc
* Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
* To be aware of confidential issues linked to home/pupil/teacher/school
* To contribute towards reviews of the pupil’s progress as appropriate
* To comply with legal and organizational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* To take part in training activities offered by the school to further knowledge and skills of working with a child with specific needs
* To be willing to support playground/break time supervision
* To accompany teacher and pupils on educational visits
* To carry out the above duties in accordance with the Equal Opportunities Policy.

**ARRANGEMENTS FOR APPRAISAL OF PERFORMANCE**

The role of the 1:1 SEND Learning Support Assistant will be monitored through the school’s performance management programme and by members of the SLT.

Signatures

Signed ...................................................... (Postholder). Date: ...................................

Signed ................................................... (Headteacher) Date: .................................