

LEARNING ASSISTANT One to One Support

1. Job Purpose

Under the direction of teaching staff and within an educational plan, to provide support to classroom teachers and assist in the learning of a child. This involves undertaking tasks related to classroom activities and providing supervision and care skills, together with participation in games and activities.

2. Main duties and responsibilities

Educational skills and responsibilities

- a) To supervise the activities of an individual child in order to ensure their safety, facilitate their educational development and develop a supportive and caring relationship.
- b) To provide care and undertake activities necessary to meet the physical, emotional and educational requirements of an individual child.
- c) To promote progression, continuity and quality of learning.
- d) To participate in the delivery of educational work programmes for a child by helping adapt planned learning activities, within an agreed framework and to specific timescales.
- e) To observe the child and monitor and report back to teaching staff problems, progress and possible developmental needs.
- f) To maintain the records of children's progress as part of the monitoring and reviewing of educational work programmes and assist in the future development of programmes and plans as and when appropriate.
- g) With the support of the School's SENCO, to provide regular feedback to parents.
- h) To adhere to the school's policies with special reference to the learning support, child protection, equal opportunities policies and to help promote inclusion in the school.

General Responsibilities

- a) To provide simple first aid, when necessary, and take all reasonable measures to ensure health and safety in the classroom and other relevant areas within and outside the school premises.
- b) To prepare and operate computers and other equipment and undertake any other simple practical tasks on equipment used as teaching aids.
- c) To assist in the supervision of the child outside the classroom including in playgrounds, dining areas or on visits outside the school premises.
- d) To undertake other relevant duties allocated at the discretion of the classroom teacher, Head or other supervisor.

Hours of work

- a) Hours of work to be agreed with the Head.

3. Person Specification for Learning Assistant One to One Essential

Be able to use a number of strategies whilst working with a range of children with a child and deliver an educational programme under the supervision of the School SENCO.

AND

Desirable: have a recognised relevant qualification at equivalent of NVQ Level 3, other professional qualifications e.g. teaching, social work or nursing, would be treated as equivalent.

Or have a willingness to work towards a level 3 qualification.

To be a good communicator with children.

To be able to give evidence that they can work as part of a team.

To understand Equal Opportunities and Inclusion along with an ability to ensure that each child is treated as an individual, with recognition that stereotypes are handled in a sensitive way.

To have an ability to support effective pupil discipline in a positive context and to promote well-ordered and self-disciplined behaviour.

To understand responsibilities with regard to the health and safety of pupils in their care.