

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

**Location:** Akeley Wood Junior School

**Function:** SENCo

**Reporting to:** Inclusion Lead & SENCo

Akeley Wood Junior School is a warm, vibrant and caring community set within stunning rural surroundings near Buckingham. Our Nursery provides a joyful, stimulating and secure space where children aged 12 months to 4 years can explore, play and learn with confidence.

We are seeking an enthusiastic, caring and dedicated Learning Support Assistant 1:1 to join our Early Years team. We are also open to applications from apprentices, making this a fantastic opportunity for anyone looking to begin—or further develop—a rewarding career in early childhood education.

### **Role Purpose**

To support pupils with additional needs, as directed by the Inclusion Lead and Class Teachers, to enhance progress and raise achievement in any curriculum area both inside and outside the classroom. To work closely with the school Inclusion Lead, Class Teachers and on your own initiative, to prepare and deliver appropriate provision within your teaching team to provide consistent and effective support to improve academic outcomes. To make a valid contribution to the social, academic, moral, physical and emotional development.

### **Key responsibilities**

- To understand and support the specific needs of the pupil
- Carry out specific needs as outlined in EHCP/Support Plan
- To aid pupils to learn as effectively as possible
- To carry out specific duties as directed by the SENCo, Inclusion Lead and Class Teacher
- To promote good behaviour, as per the school policy

### **What you will be doing**

- To develop an understanding of the specific needs of pupils
- To develop strategies to support the learning and pastoral needs of pupils
- To manage pupils as advised by the SENCo, Inclusion Lead and Class Teacher
- To carry out any specific duties as outlined in EHCP's / Support Plans such as interventions

- To carry out specific duties as directed by the SENCo, Inclusion Lead and Class Teacher
- To establish acceptance of and inclusion of pupils in the classroom environment
- To aid pupils to learn as effectively as possible, both in group situations and individually, inside and outside the classroom such as: booster groups, targeted interventions, assisting in areas of specific weakness, assisting in the management of pupils' social interactions and behaviour, helping the pupils to concentrate on and finish work
- To help adapt and find differentiated materials to enable pupils to access the class curriculum
- Work effectively as part of the Teaching team and Learning Support team by contributing to the quality of teaching and learning
- To promote positive behaviour, as per the school policy
- To establish a positive and supportive relationship with pupils
- Safeguard the health and safety of pupils while in your care, both when on school premises and when they are engaged in authorised school activities elsewhere
- To maintain the Learning Support team's system of assessing, recording and monitoring pupil progress
- To provide feedback about pupil's difficulties and/or progress to the SENCo, Inclusion Lead and Class Teacher
- To write reports about pupil's progress as requested by the SENCo, Inclusion Lead and Class Teacher
- To participate in the evaluation of support programmes, with the SENCo, Inclusion Lead and Class Teacher
- To report any problems about arrangements or any incidents to the Inclusion Lead and Class Teacher
- To attend meetings, including meetings with parents and planning meetings
- List key activities/responsibilities for the role

### Additional Responsibilities

- To contribute to the full educational experience by assisting with duties, the extra-curricular programme, school outings, educational visits, residential trips, school productions and various activities and events
- To participate in any training and development activities, in order to maintain own professional development or to enhance competence within the job role
- To undertake any duties and responsibilities commensurate with the post and participate in the regular review of the content of the job description
- Under guidance from the teacher - work, support and complement the teaching by: preparing practical resources for the lessons such as resources, differentiated worksheets or visual aids and supporting in behaviour management and reinforcing agreed rules when working with pupils
- Attendance at Parent Teacher Meetings if requested
- Attendance at Open Mornings if requested

- Maintain and encourage links within the whole school
- To promote the aims and ethos of the school
- Be a good role model in terms of dress, punctuality, attendance and behaviour
- Attendance at staff inset and any relevant training, as directly by the SENDco and Inclusion Lead

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

### Role overview

### What you'll bring

### Essential Skills & Qualifications

- Ability to work and communicate with young children
- To be diplomatic and tactful
- Ability to communicate with teachers and parents
- Able to deliver pre-planned programmes of work to children
- Ability to deal sensitively with people and resolve conflicts
- Ability to communicate effectively in a verbal and written form to a range of audiences
- Experience of working in an educational environment
- Experience of working with children with Special Educational Needs
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### Experience

- Understanding of Safeguarding in School; Health and Safety; Data Protection; Race Relations; Confidentiality issues
- Understanding of SEND and the SEND Code of Practice
- Understanding of strategies to support children with additional needs
- Child development. First Aid. Safe working practices

### Attitude and Approach

- Need to be flexible and empathetic; most of all, a strong conviction that every child can acquire strategies to ensure that they fulfil their true potential
- A sensitivity to the needs of young people

- Personal integrity, honesty, energy, stamina, enthusiasm
- Open minded, self-evaluative and adaptable to changing circumstances and new ideas
- Willingness to be involved in the wider life of the school
- Ability to prioritise
- Good interpersonal/communication skills

**Desirable Skills & Qualifications**

- Experience of being a Learning Assistant
- Experience planning and leading targeted booster groups and/or interventions to improve academic outcomes
- GCSE Grade C or above in Maths and English.
- NVQ
- Other relevant qualifications e.g. First Aid, Lego Therapy, ELSA

**Other****Key Stakeholders you'll be working with**

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

**Governance:**

- Blenheim Schools is the proprietor of Akeley Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

**• To be signed and dated by employee:**

## Job Description

- **Signed:** .....
- **Name (print):** .....
- **Date:** .....