

Job Title *1:1 Learning Support Assistant (LA Funded)*

Responsible to *SENDCo*

Key Internal Contacts *Staff in other departments*

Key External Contacts *Pupils, relatives, advocates and others*

JOB PURPOSE

The post holder will assist in the educational and social development of a pupil (on a 1:1 basis) with Special Educational Needs, under direction of the SENDCo and teaching staff. This will involve helping the Class Teacher in supporting the pupil on a one-to-one or small group basis, across a wide range of activities and supported learning tasks, including the preparation and maintenance of differentiated resources, in order to meet the requirements of the pupil's Educational Care Health Plan.

KEY TASK AREAS & RESPONSIBILITIES

Main Tasks

- Support teaching and learning for individuals and small groups.
- Deliver targeted support for pupils with SEND, including implementing IEPs, EHCPs and intervention programmes.
- Support learning across the curriculum, including the effective use of ICT.
- Promote positive behaviour, independence, wellbeing and inclusion.
- Provide pastoral support and contribute to safeguarding and child protection.
- Supervise pupils during breaktimes, lunchtimes and other non-classroom activities.
- Support the delivery of school events, educational visits and extracurricular activities.
- Carry out administrative duties and participate in meetings and professional development.

Job Activities

- Work under the direction of the Class Teacher to support pupils individually and in small groups.
- Explain instructions, reinforce learning and encourage pupils to complete tasks independently.
- Adapt support to meet individual learning needs while promoting inclusion and participation.
- Implement Individual Education Plans (IEPs), Education, Health and Care Plans (EHCPs) and planned intervention programmes.
- Monitor pupil progress, record observations, complete required documentation and provide feedback to the Class Teacher.
- Support teaching and learning across all curriculum areas using teacher-planned activities.
- Assist pupils in using ICT to enhance learning and develop digital skills.
- Encourage positive behaviour, resilience, confidence and self-esteem through praise and positive reinforcement.
- Support pupils' physical, social, emotional and mental wellbeing.



- Keep pupils focused and engaged in learning using agreed behaviour management strategies.
- Recognise and report concerns relating to safeguarding, child protection, health and safety, behaviour or welfare in accordance with school policies.
- Supervise pupils during playtimes, lunchtimes and other designated periods.
- Assist with school events, sports days, performances, concerts, open events, educational visits and extracurricular activities.
- Complete general administrative tasks, including maintaining accurate records and supporting classroom organisation.
- Attend staff meetings, training sessions and professional development activities.
- Undertake any other duties appropriate to the role as directed by the Line Manager or Headteacher.

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

Accountability

- As a member of staff at the School, you will:
 - fulfil all aspects of the main tasks identified on your job description
 - fulfil all aspects of the job activities identified on your job description
 - fulfil the following generic aspects:
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Salary & Conditions

In accordance with the School Pay Scales and Conditions of Service.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.

PERSON SPECIFICATION

Experience	Essential	Desirable
Previous experience of working with young people, preferably in an educational setting		✓
Experience with children with SEND – ASC or SEMH		✓
Enthusiasm for and knowledge of supporting children with Special Educational Needs	✓	
Establishing and maintaining positive relationships with children that encourages and enables child development.	✓	
Implementing strategies that promote positive behaviour.	✓	
Working with young children in a relevant environment.		✓
Experience of successfully delivering a specific programme of support to an individual or small group of children.		✓
Knowledge of KS2/ KS3.		✓
Skills	Essential	Desirable
Basic computer literacy skills	✓	
Ability to work as part of a team	✓	
Flexible approach to working	✓	
Ability to build relationships with children & young people	✓	
Negotiation Skills	✓	
Ability to work on own initiative	✓	
Ability to prioritise tasks	✓	
Problem solving skills that enable a pro-active and effective approach in supporting pupils for continued improvement.		✓
Qualifications & Training	Essential	Desirable
GCSEs in Maths and English, grade C or above.	✓	
Level 3 Qualification in Learning Support Courses or Childcare, as relevant to the role.		✓
Other	Essential	Desirable
Positive and approachable with patience and the presence to inspire confidence and trust combined with an enthusiasm to see children progress and develop.	✓	
Willing to work flexibly as the needs and demands of school fluctuate. Strong working ethos with a high level of commitment to the school and its values.	✓	
A nurturing nature which will support and develop the wellbeing of all pupils.	✓	
Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective, self-critical and to respond to feedback understanding the need for confidentiality.	✓	
Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community.		✓

Governance:

- Blenheim Schools is the proprietor of Meoncross 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:**• Signed:****• Name (print):****• Date:**