**Elmswell Community Primary School**



**Job Description**

**Job Title:** 1:1 Learning Support Assistant / SEN Support

**Reporting to:** Headteacher and SENDCO

### **Main Purpose**

To provide dedicated, one-to-one learning and care support for an individual pupil with special educational needs (SEN), helping them achieve the outcomes set out in their Education, Health and Care Plan (EHCP). The role involves supporting the pupil in class, during transitions, and in social activities, while working closely with teachers, parents, and other professionals to ensure the pupil’s holistic development in line with their EHCP.

### **Key Responsibilities**

#### **Supporting the Pupil and their EHCP**

* Build a positive relationship with the pupil, promoting self-esteem, independence, and inclusion.
* Support the pupil in line with their EHCP, helping them work towards their specified educational, health, and personal outcomes.
* Assist with personal care and self-help skills (e.g., toileting, dressing) according to the pupil’s individual care plan, promoting independence wherever possible.
* Facilitate engagement in classroom learning, extracurricular activities, and school trips, adapting support according to EHCP targets.
* Monitor, record, and report on the pupil’s progress, attainment, behaviour, and wellbeing in line with EHCP objectives.
* Contribute to the review and development of the pupil’s EHCP, providing feedback and observations to inform planning.

#### **Supporting Teaching and Learning**

* Work under the direction of teaching staff to deliver targeted learning activities aligned with the pupil’s EHCP.
* Prepare, set out, and maintain teaching resources, both in-class and for practical or outdoor activities.
* Use ICT to support learning and develop the pupil’s skills and independence.
* Apply effective behaviour management strategies in line with school policy.
* Provide regular feedback to teachers regarding the pupil’s progress, engagement, and any barriers to learning.

#### **Working with Staff, Parents, and Professionals**

* Collaborate with teachers, support staff, and external professionals to implement and monitor the pupil’s EHCP.
* Communicate clearly with parents and carers about progress, achievements, and concerns relating to EHCP objectives.
* Attend relevant meetings, training sessions, and professional development opportunities.
* Contribute to pupil records and reports as required.

#### **Supporting the School**

* Promote the school ethos and uphold all policies, including safeguarding and health & safety.
* Assist with supervision during breaks, trips, and school activities as required.
* Support wider school initiatives and act as a proactive member of the classroom and school team.

#### **General**

* The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

###  **Person Specification**

| **Criteria** | **Essential to basic performance of job** | **Desirable for fully competent performance of job** |
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| **Knowledge:** |
| Technical or specialist | * Knowledge and use of a range of equipment
 | * Experience of working with pupils
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|  |  | * Basic knowledge of first aid
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| Literacy and numeracy | * Ability to read and understand instructions
 | * GCSEs or equivalent, inc at least Grade 4 (C) in English & Maths
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|  | * Ability to complete basic paperwork
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| School environment | * Understanding of safeguarding requirements and child protection procedures
 | * Additional qualifications in education, SEN support, or related areas.
* Experience supporting pupils with SEN or additional needs, ideally in a 1:1 context
* Experience supporting, implementing or contributing to EHCPs
* Knowledge of school policies and procedures
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| **Skills:** |
| Research | * Assist teacher with information gathering and resources as appropriate
* Ability to build effective relationships with pupils, staff and parents.
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| Problem solving | * Ability to recognise and report problems
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| Thinking creatively / Developing new ideas | * Assist teacher in creating a positive learning environment
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| **Interpersonal & Communications Skills:** |
| Caring skills | * Sensitivity to pupils’ needs
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| Advising / guiding skills | * Advising and guiding pupils on the best way to handle situations, under the teacher's direction
* Ability to remain calm in challenging situations and adapt felixibly to daily routines
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| Verbal and written communications skills (including use of languages) | * Ability to communicate clearly
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| * Ability to encourage participation and give feedback to pupils
* Ability to maintain appropriate level of confidentiality
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| **Physical skills:** |

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| Keyboard skills / use of mouse |  | * Ability to use keyboard and mouse required if supporting pupils using IT equipment
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| Other manual skills | * Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons
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| * Help pupils to use tools and equipment as required to support learning
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| **Other attributes:** |
| Level of autonomy | * Work is covered by set policies and procedures
* Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant
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|  | * Able to work with individual or small groups of pupils when carrying out specific tasks or on field trips etc
* Able to supervise larger numbers of pupils during break/lunchtime
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|  | * Able to make decisions on when to refer queries/problems to another member of staff
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**Notes:**
This job description reflects the general nature and level of responsibility of the role. It is not exhaustive, and the postholder may be required to undertake other duties appropriate to the level of the post, as directed by the Headteacher or line manager.

**Last review date:**

**Next review date:**

**Headteacher/SENDCO Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_