



## OAKFIELD PREPARATORY SCHOOL

### Learning Support Assistant

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

**Line Manager:** Head of Learning Success, Class Teacher

**Responsible to:** Head of Learning Success, Headteacher

Job purpose: To work 1:1 to assist an individual pupil with moderate learning difficulties to fully access the curriculum as directed by the Class Teacher and head of Learning Success (SENCO)

The following job description is not exhaustive. It is expected that the learning support assistant will work closely with the Class Teacher, The Head of Learning Success (SENCO) the SLT and Education Development Trust to develop the role to reflect the needs and demands of the post.

Job objectives:

#### SUPPORTING LEARNING

- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
- Providing additional nurture requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil
- To establish supportive relationships with the pupil concerned
- 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 mark pupils' work under the direction of the class teacher
- To support the pupil in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning. (For example – Clicker 6)

- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
- To contribute towards reviews of the pupil's progress as appropriate
- To take part in training activities offered by the school to further knowledge and skills of working with a child with learning difficulties
- To be willing to support playground/break time supervision
- To accompany the teacher and pupils on educational visits
- To provide individual support, as required, during examination sessions
- Get to know the child as an individual and their family so you can effectively nurture him or her whilst in your care;
- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils;
- To attend assemblies and other formal occasions as required;

#### **PROFESSIONAL STANDARDS AND DEVELOPMENT**

- Be a role model to pupils through personal presentation and professional conduct;
- Be familiar with the Staff Handbook and support all Oakfield's policies, e.g. those on Health and Safety, Child Protection, Teaching and Learning, Assessment and Reporting;
- Establish effective working relationships with professional colleagues and associate staff, and contribute to effective team working;
- Maintain a working knowledge and understanding of responsibilities relating to all current legislation, including safeguarding to protect children;

#### **COMMUNICATIONS**

- Carry out pastoral duties which offer effective care and support for the SEND pupil;
- Encourage the pupil to take full advantage of the school's extra-curricular programme;

#### **TRAINING & DEVELOPMENT OF SELF AND OTHERS**

- Regularly review own practice, set personal targets and take responsibility for own development;
- To be aware of and play an appropriate part in implementation of all school policies, as described in the Staff Handbook, including regulations relating to safety.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

#### **Person Specification:**

##### **Knowledge**

###### *Essential:*

Holds Childcare qualification NVQ Level 3 and relevant experience as a minimum requirement  
Demonstrates good literacy and numeracy skills

###### *Desirable:*

Hold a First Aid Qualification

##### **Experience**

**Essential:**

Demonstrate previous experience of working with children in a school or nursery setting  
Previous experience of working as part of a team

**Desirable:**

Hold previous Primary Teaching Assistant experience  
Hold previous Independent sector experience

**Skills**

**Essential:**

Demonstrate good skills in pastoral care, organisation, time management and communication skills

**Desirable:**

Able to use ICT as a tool for themselves and pupils

*Education Development Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the DBS and may be subject to disqualification under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.*

**CORE COMPETENCIES:**

Education Development Trust’s core competencies reflect the values of the organisation and behaviours that underpin performance for all jobs.

Competency	Examples of how this may be demonstrated
Commitment	<ul style="list-style-type: none"> <li>▪ Has a clear understanding of the role and how it relates to Oakfield’s and Education Development Trust’s objectives.</li> <li>▪ Demonstrates dedication and enthusiasm towards role and clients, the aims of the team and the values of Education Development Trust.</li> <li>▪ Represents Education Development Trust positively by providing a professional service to internal and external clients.</li> <li>▪ Seeks and acts upon feedback from both internal and external sources.</li> </ul>
Working together	<ul style="list-style-type: none"> <li>▪ Acts as a team player and actively supports team objectives.</li> <li>▪ Is reliable in delivering own objectives and co-operates to support others.</li> <li>▪ Shows consideration for the feelings and needs of others and the context within which they work.</li> <li>▪ Demonstrates an understanding of what makes an effective team, the value of diversity, and the strengths and skills of others.</li> </ul>
Open and honest communication	<ul style="list-style-type: none"> <li>▪ Communicates openly and honestly, giving consideration to others’ views and feelings, and allowing for discussion.</li> <li>▪ Listens to others, and questions when unclear to ensure mutual understanding.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Gives and receive feedback sensitively to create an environment of openness and trust where issues can be discussed constructively.</li> </ul>
Creating success	<ul style="list-style-type: none"> <li>▪ Is focused on meeting objectives on time by ensuring tasks are planned and prioritised.</li> <li>▪ Is prepared to ask for support from colleagues/line manager when required, to help meet objectives.</li> <li>▪ Sets challenging targets that support personal development and is willing to perform above and beyond these when called to do so</li> <li>▪ Shows a commitment to creating success through actions, decisions and initiatives.</li> </ul>
Managing change	<ul style="list-style-type: none"> <li>▪ Is willing to take on new tasks and to try new ways of working.</li> <li>▪ Demonstrates resilience, remains focused through periods of change or challenge.</li> <li>▪ Demonstrates flexibility and responsiveness and can adapt to changing business needs.</li> </ul>
Seeking and sharing knowledge	<ul style="list-style-type: none"> <li>▪ Shares information with others and actively seeks information for the benefit of themselves, Oakfield and Education Development Trust.</li> <li>▪ Seeks to develop effective and efficient ways of working at individual, team and organisational level.</li> <li>▪ Sees mistakes as an opportunity to learn and encourage others to think in the same way.</li> </ul>