**JOB DESCRIPTION**

**Post: 1:1 Learning Support Assistant**

**Grade H2**

**Reason job exists**

To provide one to one support for a named child who has additional needs

**Duties**

* Manage the behaviour of the pupil whilst they are undertaking work to ensure a constructive environment.
* Prepare classrooms and clear afterwards with particular regard to activities and resources for the named child
* Assist with the planning and delivery of learning activities and preparation of resources for the named child
* Accompany teachers and pupils on out of school activities and take responsibility for the named child, under the direction of a teacher
* Liaise with parents and carers, under the direction of the teacher and SENCO
* Attend to pupil’s specific needs, which could include health, hygiene, first aid and welfare matters
* Liaise with other educational/ health care professionals, under the direction of the teacher and SENCO
* To obtain plans from and liaise with the class teacher and SENCO to deliver learning for the named child.
* To keep records of progress for individual pupil and complete observations of progress
* To contribute to targets for improvement and to evaluate targets termly
* To endeavour to promote the Catholic faith and the Gospel values

**Equalities**

The post holder must be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.

**Health and Safety**

The post holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection: and report all concerns to an appropriate person.

The post holder must be aware of and comply with all safeguarding procedures within the school and those relevant to the role of working with a child with complex needs.

 **Other:**

Attend training courses, departmental meetings and performance management interviews as directed by the line manager.