



Stapleford Primary School
(Church of England, VA)

Job Description

TITLE OF JOB : 1:1 Learning Support Assistant
LOCATION : Stapleford Primary School (Church of England, VA)
GRADE : H1 - H3

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide 1:1 support for a child with a specific learning difficulty.

1 b) MAIN AREAS OF RESPONSIBILITY

- ◆ Supervise and provide individual support for pupils with identified special educational needs.
- ◆ Assist with the development of individual education plans, risk reduction plans and personal care programmes.
- ◆ Use specialist curricular knowledge or experience to support pupils' learning.
- ◆ Complete other general duties as directed by the headteacher
- ◆ Supervise children at playtime/lunchtime.
- ◆ To give oral and written feedback as per Marking, Presentation and Feedback policy, to pupils, teachers, parents and governors.
- ◆ To monitor and record observations made regarding children's progress, behaviours and safeguarding and communicate this to all relevant parties.
- ◆ To maintain confidentiality at all times, in regards to pupil and school information.
- ◆ To work within rules laid out in school policies and procedures.
- ◆ To take part in In Service Training, performance management and other meetings as directed in normal contracted hours.
- ◆ Administer and assess routine tests and undertake marking of pupil's work
- ◆ Supervise whole classes during the short-term absence of a teacher.
- ◆ Create displays in class and around the school as required.
- ◆ Carry out routine clerical tasks, as required e.g. collect trip money, distribute letters, produce class lists and labels.

1 c) EQUALITIES

Be aware of and support difference to ensure that pupils have equality of access to opportunities to learn and develop

1 d) HEALTH AND SAFETY

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.

1 e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

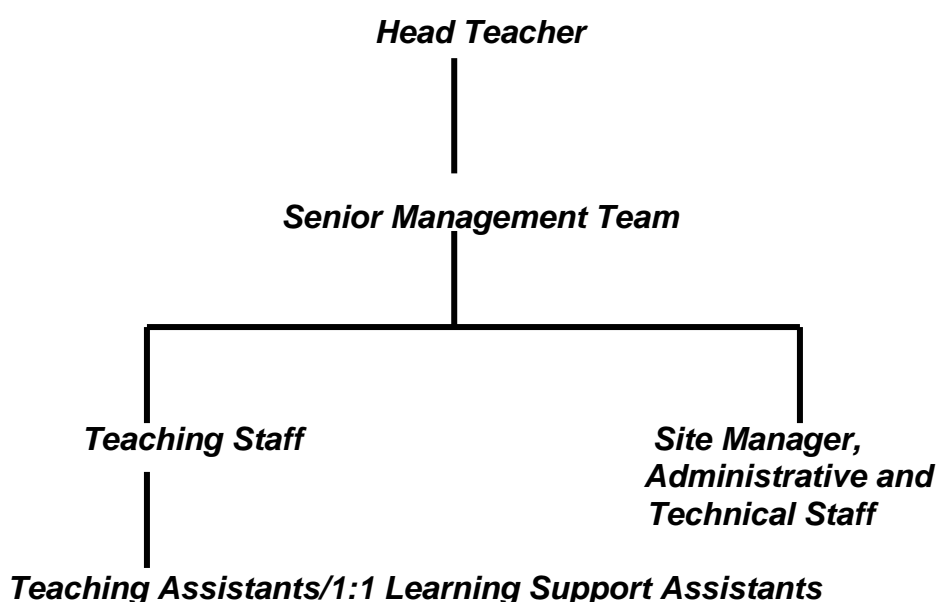
1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

2. ORGANISATION CHART



3. SUPERVISION

The jobholder is managed either by a member of the school's senior management team or by a more senior teaching assistant. The frequency of meetings is determined by the school's performance management policies and practice.

No supervision of staff.

4. JOB CONTEXT

A jobholder need not be required to fulfil all of the duties identified in the job description. But, in order to justify the pay grade for any job at a level above the jobholder must be spending at least 50% of his/her time on higher level duties. These duties are specified in each job description.

The set of job descriptions allows some employees to grow into the next job description provided:

- a) the school has sufficient work of the right level that would justify the next job description, and
- b) the jobholder has gained sufficient knowledge and skills, either through qualification or through experience, to fulfil the duties of the next job description.

5. CONTACTS

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service)

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- ◆ Experience of working with children of the relevant age with SEND
- ◆ Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements
- ◆ Competence in the use of ICT to support teaching and learning
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Ability to manage pupils in a classroom setting

7. PHYSICAL EFFORT

To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?

The job may involve lifting children after falls or accidents

8. WORKING ENVIRONMENT

To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.