



## **Job Description and Person Specification**

<b>Job Title</b>	1:1 SEN Learning Support Assistant
<b>Employment Status</b>	Temporary (Named Pupil)
<b>Hours of Work</b>	33.75 hours per week 36 weeks per year (term time only) 8.45am to 4pm Monday to Friday half hour unpaid lunch break daily
<b>Salary Scale</b>	£24,444 (A18) pro rata
<b>Actual Annual Salary</b>	£17,524 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

### **Responsible to:**

Reporting to the Head of Year and SENCo at the Senior School for day-to-day line management with ultimate responsibility to the Head Teacher and the Bursar & Chief Operating Officer, who has overall responsibility for all support staff.

### **Responsible for:**

Under the direction of the SENCo, ensuring the provision of a tailored 1:1 programme. Supervising and assisting the pupil when appropriate to ensure effective learning outcomes are achieved. Supporting the pastoral, social and welfare needs of the pupil during their attendance at school.

### **Main responsibilities:**

The right candidate will work 1:1 supporting a child moving into Year 7 who has specific needs.

1. Forming a caring, respectful and supportive relationship with the child that encourages their independence and supports their learning, whilst ensuring their safety and the safety of others in the setting.
2. Working as part of a team to ensure the well-being, behaviour and personal development of the child, enhancing their learning opportunities and life skills.
3. Promoting the acceptance and inclusion of the child and modelling positive social interactions with all the children in the setting.
4. Supporting the pupil to ensure engagement and participation in all school activities, including games and PE, transition around the school, at break and lunchtimes and when off-site on activities and trips.
5. Monitoring, recording and making basic evaluations of individual progress.
6. Contributing effectively to the selection and preparation of teaching resources that meet the diversity of the pupil's needs and interests and employing alternative ways of helping the child access the curriculum at the appropriate level.
7. Carrying out 1:1 and small group work following specific targets and, when requested by the subject teacher/SENDCo, implementing recommendations from external reports and participating in meetings with external professionals if required, in order to support the child's progress.

8. Where appropriate, fostering strong, supportive links between home and school in close liaison with the class teacher.
9. Ensuring that school policies are reflected in daily practice, including safeguarding, child protection and data protection.
10. Developing and maintaining effectiveness as a member of the school staff by proactively seeking out and engaging in ongoing training and continuing professional development (CPD) pertinent to this role.
11. Promoting the British Values, including equality and to treat everyone with fairness and dignity.
12. Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.
13. Treating all information acquired through the employment, both formally and informally, in strict confidence.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of King Edward's Senior School is part of working in a school environment and is expected of the postholder.

#### **Pension Scheme**

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

#### **Safeguarding**

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

#### **DBS Clearance**

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

If you wish to apply for this role, please complete and submit a completed application form and cover letter to Heather Baker, HR Manager at [HR@kesbath.com](mailto:HR@kesbath.com). In addition to the application form, please also include a letter (no more than 1 side of A4) explaining what previous experience you have gained and personal qualities you possess that will enable you to be highly effective within this classroom support role.

The closing date for this role is 8.30am on **Monday 16 September 2024**, applications will be reviewed upon receipt.

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Education to A level or its equivalent and beyond including 5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English and Mathematics	✓	
NVQ3 or equivalent evidence of qualifications in Learning Support.		✓*
Autism and/or ADHD awareness training		✓*
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of providing support within a classroom or learning environment		✓
Proficiency with IT e.g. Outlook, Word, Excel etc.		✓*
Evidence of having worked 1:1 with a child with additional needs		✓*
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A helpful, positive, calm and caring nature.	✓	
Self-motivation and initiative	✓	
An awareness of the safeguarding requirements of the role	✓*	
Ability to relate exceptionally well to children and adults	✓	
Excellent communication skills	✓	
Ability to work closely under the directions of the class teacher and the SENDCo.	✓	
An understanding of when and how to seek advice and support	✓	
Enthusiastic about learning	✓	
Punctual, reliable with an organised approach to work	✓	
Ability to work constructively as part of a team, understanding roles & responsibilities and their position within these	✓	
Ability to remain positive and retain a sense of humour	✓	
Adaptable and resourceful when meeting new challenges - a flexible and positive approach to challenge and change.	✓	

\* Training in these areas will be given as needed.